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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, August 7, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE June 28, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of June 28, 2001.
Explanatory document: draft minutes

2. APPROVAL OF THE July 3, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of July 3, 2001.
Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on branch projects, year end circulation statistics, an update on the web catalog, and a POE projects update.

4. BRANCH LIBRARY BOND PROGRAM REPORT — DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

5. PATRON CONDUCT POLICY, "Guidelines For Library Use" — ACTION
Presentation of, discussion of, and possible action to approve a revised Patron Conduct Policy - Guidelines for Library Use.
Explanatory document: draft revised policy, current policy

6. BRANCH LIBRARY SITE SELECTION REPORT — ACTION
Presentation, discussion, and possible action to approve the selection of new sites for the Ingleside and Portola Branch Libraries and to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed branch library sites.
Explanatory documents: site selection recommendations report

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7. FRIENDS AND FOUNDATION REPORT — DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. UNION REPORT — DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. NEW BUSINESS — DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. PUBLIC COMMENT — DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT (requires motion and public comment) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary – 8/1/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

(2)

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

San Francisco Public Library Commission Policy Manual

Patron Conduct Policy — Policy #201

Section: Library Services
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING

Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

DRAFT

GUIDELINES FOR LIBRARY USE

PURPOSE

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

~~Appropriate attire, including s~~Shirts and shoes or other footwear~~, is~~ are required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators ~~and~~ or ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

~~Strong, pervasive odors.~~

Vandalizing or abusing Library materials, equipment, or facilities.

~~Begging, s~~Soliciting money, donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable ~~or excessive~~ use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with ~~a person's~~Library user or staff comfort, safety, ~~or~~ use or quiet and peaceful enjoyment of the Library, including but not limited to:

Harassing or threatening Library users or staff.

~~Approaching library users in a manner that could disturb them.~~

Staring at, following, or photographing ~~others~~Library users or staff.

Strong, pervasive odors, including odors caused by perfume or cologne.
~~Using slurs or profanity.~~

Making any loud or unreasonable noise or other disturbance, including disruptive~~inappropriate~~ use of personal communications or entertainment devices.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING
Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

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Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. ~~Persons who~~Illegal activity, as well as any willful or repeated violations of -these~~fail to follow these~~ gGuidelines or other posted Library regulations (e.g. computer use rules) may result in~~be~~ removal~~ed~~ from the facility~~,~~ and/or ~~have their~~suspension of Library privileges~~-suspended,~~. ~~and/or be arrested.~~ In addition, where authorized by Federal, State or local law, violations of these Guidelines may also result in arrest.

Library users who wish to request a reasonable modification of these Guidelines because of a disability or health problem may contact Library staff or may call the Library's Access Service Manager at 415-557-4557.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES~~ETC~~. –IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

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DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, August 7, 2001
The San Francisco Public Library Commission held its regular meeting on Tuesday, August 7, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 09PM by Commissioner Steven Coulter
The following members were noted present: Commissioners Bautista, Coulter, Streets, and Swig.

The Secretary noted that President Higueras, and Vice President Steiman were excused attendance and that Commissioner Chin's arrival might be delayed.

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 28, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 28, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public observed that the Minutes were fairly good but noted that the entire meeting had not been recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This individual remarked that that they had identified themselves as "hardly anyone" instead of as an anonymous citizen in response to remarks by a Commissioner. Mr. Peter Warfield found that these Minutes were good in some respects but pointed out a p.8 comment concerning potential toxic substances on some of the sites attributed to him that Mr. Warfield felt would be more accurately reported as his having asked Mr. Dunn a direct question concerning specifically how his Department proposed to respond to this issue.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JUNE 28, 2001 SPECIAL COMMISSION MEETING

In response to a question by Commissioner Swig, the Commission Secretary proposed to cross check the various site references to make sure each reference referred to the correct site. At the request of Commissioner Coulter, the Commission Secretary noted that the Minutes would be amended to reflect Mr. Warfield's requested change.

MOTION: by Commissioner Bautista, seconded by Commissioner Swig for approval of the June 28, 2001 Minutes as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

Commissioner Coulter announced that the Commission would take up Item # 6 BRANCH SITE SELECTION REPORT at 5:30pm in accordance with an announcement of the meeting which had been distributed to the community.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF July 3, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF July 3, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public had more serious concerns with these Minutes and repeated his observation that the entire meeting was not recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This individual also observed that a grammatically incorrect comment attributed to the anonymous member of the public in the June 3rd Minutes referring to "digging their own grave" was not what this individual had said and decried it as another example of increasing illiteracy and not explained in such a way as to be understandable. The anonymous member of the public additionally commented on the Commission Secretary's comment that efforts were underway to make possible the posting of Public Comment Summary Statement noting that despite extensive digitization by the Library these documents were still not available. This person additionally noted that a Public Comment statement discussing this person's remarks related to equal treatment as exemplified by an observation that this person might be dragged out in handcuffs if they conducted themselves as the Commissioners did. Additionally this person said that this comment as well as comments related to John Lennon's "bang, bang, Maxwell's Silver Hammer" were omitted from the reported public comment and the point of these observations was misstated in the final sentence. Mr. Peter Warfield said his first page comments should read that there was a lack of "stated objectives" rather than the softer term "focus" on creating more space for books in the new branch library plans. Mr. Warfield also noted that on p.6 he also requested that his comments on the new rules report that "some" rather than all of the new rules were too vague.

Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE JULY 3, 2001 REGULAR COMMISSION MEETING

The Commission Secretary corrected a reference to Commissioner Streets being absent from the July 3rd meeting, noting that she had attended and corrections would be made to accurately reflect her votes at the meeting where they had not been reported.

MOTION: by Bautista and Commissioner Swig for approval of the July 3, 2001 Minutes as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth gave the Commissioners an overview of recent branch library renovation projects; reporting that the Anza Branch, currently closed, had received major electrical and other infrastructure improvements and was expected to re-open in September. Ms. Hildreth also reported that a new roof was being provided for the West Portal Branch as well as that draft electrical design work was underway for both the West Portal and Golden Gate Valley Branches. The City Librarian commented on restoration projects for the windows at the Sunset, Park, Presidio, and Noe Valley Branches as well as on the installation of alarms at the Sunset Branch Library. Ms. Hildreth then reported on the ongoing air conditioning work at the Chinatown branch as well as efforts to repair leaks there and at the Ingleside Branch Library. The City librarian then discussed roof work planned for the Bayview-Wadden Branch that would require that it close from Aug. 20 through Sept. 6 to complete the work.

Ms. Hildreth reported the annual circulation statistics as 5,438,451, pointing out that the most recent numbers reflected a return to the circulation levels experienced in 1996-97 during the first years of both the opening of the new Main Library and the expansion of public service hours under Prop. E (Library Preservation Fund). The City Librarian noted that the current circulation statistics seem to reflect a stabilization of library use at this level. Ms. Hildreth then discussed at some length various improvements in the web catalog noting that many of these improvements were the result of both staff and patron comments. In particular, the City Librarian highlighted several improved search features now available in the web catalog, including quick "keyword" searches, links to newspapers and periodicals, Frequently Asked Questions (FAQ), and improved Boolean Search capabilities through use of the words and , or , not. Ms. Hildreth also noted that book cover page and summary links were available for some searches through the new upgrade. The City Librarian reported that the improved web catalog would be available to the public in September.

Next, the City Librarian announced that after an extensive and competitive search process that she had appointed veteran Library staff member Ms. Kathy Lawhun, Chief of the Main Library. The City Librarian then discussed various projects related to recommendations included in the Post Occupancy Evaluation (POE) of the Main Library. Ms. Hildreth noted that she would bring to the Commission for its consideration proposals to address the issues of repairing damaged table surfaces and the proposed re-configuration of the Grove Street entry area. Ms. Hildreth also reported that a request for proposals (RFP) would be issued to address the signage and signal repeater systems problems identified in the POE. The City Librarian also mentioned the First Floor Task Force, a staff working group, that had been considering improvements to the first floor areas would be reactivated under Ms. Lawhun's leadership and that various architectural schemes to resolve identified problems would be considered. Ms. Hildreth then discussed her efforts with the Department of Real Estate to identify potential locations for the Library's Tech Services Department noting that should it be relocated significant space would become available on the first floor for more public services activities as called for in the POE.

Finally the City Librarian announced that the latest draft of the Library's Strategic Plan was posted on the library website for public review and that a special meeting of the Commission would be scheduled to discuss it and take additional public comment before its adoption.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public expressed interest in the various branch library renovations projects wondering at the sources of funding for these projects and reminding the Commission that the Library's operating funds must be jealously watched. This anonymous member of the public further commented on the reported circulation statistics, criticizing the fact that there was no written report on them and questioning why the Library was only now returning to the levels of circulation reached in previous years. This individual commented that the Commissioners should want to be able to answer these questions. Mr. Peter Warfield was glad to learn about the new circulation statistics but noted he would have preferred to have a written report on them. Mr. Warfield commented that the web version of the online catalog had gone backwards losing features which had been available on the dumb terminals and that the new improvements merely returned services to the level that had been previously available. Mr. Warfield expressed concern at the proposal to relocate Tech Services away from the Main Library, decrying this as removal of a key department when the POE had recommended several other Main Library activities be located elsewhere instead.

Commission comment on Agenda Item #3 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Streets, the City Librarian described how the various branch library improvements were to be funded and in particular emphasized that every consideration was being given to dovetailing these proposed improvement projects with the planning for the major renovations planned for the branch library bond program. Ms. Hildreth additionally described how the various supplemental appropriations requests funded projects such as the air conditioning project for the Chinatown Branch Library. Ms. Hildreth proposed to report to the Commission concerning how the various budget expenditures outlined in the Library Budget had been or were proposed to be carried out. In response to a question by Commissioner Bautista, the City Librarian discussed in some detail the "good news" in the reported circulation statistics. Ms. Hildreth reported on the favorable impact of the library's making available more audio visual materials, materials in non-English languages, and the long term impact on circulation of both the opening of the new Main Library and the increased public service hours allowed by the adoption of Prop. E (Library Preservation Fund). Commissioner Coulter pointed out that these increased circulation statistics were merely part of the greater picture of significant increases in research visits to the library as well as thousands of web hits visiting and using library resources online. Ms. Hildreth observed that there were more than 800,000 electronic hits on the library's website and that staff was looking into ways to document both in library use of materials as well as electronic and virtual library use. In addition the City Librarian pointed to the extensive programming offered at both the Main Library and in the branches which were used by thousands of patrons. Ms. Hildreth pointed to the numerous special interest adult and extensive teen and children's programs calling attention to a virtual renaissance of programs offer by the Library since the opening of the new Main Library in 1996. Commissioner Bautista suggested that exhibits such as the "New Main to the New Millennium" be recorded for the library's own archival purposes.

AGENDA ITEM #4BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson reported on ongoing activities in the Bond Program for the Commissioners highlighting three areas : financing, site acquisition, and initial design and engineering. Ms. Thompson noted the June 20th first bond sale of $17.665 million. Ms. Thompson reported that the Board of Supervisors was expected to approve appropriation of these funds before the end of August. The Branch Bond Project Manager reported that they were to be applied to site acquisitions for the Glen Park, Visitacion Valley, Ingleside, and Portola Branch Libraries and the design/engineering costs for the first seven projects: Marina, Noe Valley, Parkside, Richmond, Mission Bay, Visitacion Valley, and the Library Support Center.

Regarding the Mission Bay Branch Library, Ms. Thompson commented on the ongoing discussions with the Redevelopment Agency concerning the 4th and Berry Streets proposed location for an 8,000 sq. ft. facility on a condominium parcel jointly to be shared with a senior housing development. Ms. Thompson reported that discussions with the redevelopment Agency and the developer of this project were ongoing and that there would be a further report on details of the agreement in September.

Describing Library's efforts to obtain Prop. 14 State Library Construction and Improvement Bond funds to supplement the Branch Library Bond Program; Ms. Thompson discussed in some detail how she proposed to proceed through the initial application process and discussed the selection of a library planner to develop "as built" plans for projects in the 1st and 2ns stages of the Branch Bond Program. Ms, Thompson concluded with a discussion of how the proposed Branch Facilities Plan set for a Commission discussion at its September meeting fit into the overall planning efforts for bond program projects.

Public comment on AGENDA ITEM #4

An anonymous member of the public offered a word of caution concerning seeking prop. 14 State library Bond funds noting that they were intended to foster strong ties between libraries and educational institutions and that public libraries had a distinct role and served very different purposes and goals from schools. This individual also pointed out that there had been no discussion of Prop. 14 funds in the community meetings where the various branch renovation projects had been discussed.

Commission comment on AGENDA ITEM #4 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Bautista, Ms. Thompson discussed in more detail how the Library was working with the designers for Mercy Housing, the developer of the mixed use Mission Bay project to include the specific design details in the shell facility that the Library would receive. In response to a question by Commissioner Streets, the City Librarian discussed in some detail the funding available for the relocation of the Tech

Services Department. She noted that the funds were available through Prop. A Branch Library Construction and Improvement Bond funds and noted that the POE had strongly recommended that Tech Services be relocated to another location to free maximum space in the 1st Floor of the Main Library for more public service activities. Ms. Hildreth then commented extensively on the importance of obtaining Prop. 14 State Library Bond funds to supplement local branch library bond money in order to have sufficient funds to complete all of the proposed projects. The City Librarian in particular highlighted the importance of these funds for projects such as the expansion and renovation of the Richmond Branch Library, identified as the single most costly project in the entire branch bond program. She noted that it could be the case that the Library might make application for Prop. 14 State Library Bond funds for all of the proposed new construction projects as they seemed more likely to be able to meet the various qualification thresholds expected to be included in the Prop. 14 regulations.

Agenda Item #5 PATRON CONDUCT POLICY

The City Librarian introduced discussion of a revised Patron Conduct Policy, Guidelines for Library Use. Ms. Hildreth introduced Library Security Chief Rachel MacLachlan who discussed in detail her meetings with various interested parties to in particular address concerns which had been raised by Ms. Mizner of the Mayor's Office on Disability. The Library Security Chief described the various changes and clarifications included in the revised draft. Ms. Marti Goddard, Library Access Services Coordinator noted that the revised draft guidelines reflected fully the needs raised in the Americans with Disabilities Act and related laws and that useful discussions with Ms. Mizner had led to valuable revisions in the proposed rules. Ms. MacLachlan emphasized how import ant it was for both library patrons and staff that the rules be clear and assured the Commissioners that her staff was determined to insure that they were applied fairly and impartially. Ms. MacLachlan noted that she believed that new language included in this revised draft specifically addressed and resolved the concerns that some of the rules might be perceived as insensitive to disabled individuals. The Library Security Chief requested that the Commissioners approve the proposed new rules.

Public comment on Agenda Item #4 PATRON CONDUCT POLICY

Ms. Dauphine Brody, an outreach worker for the St. James Infirmary and a formerly homeless person expressed her grave concerns that the proposed new guidelines could be selectively enforced. Ms. Brody feared that these rules would be used to criminalize poverty and deprive homeless individuals of use of the library. An anonymous member of the public found the proposed new rules vague and subjective and that these concerns had not been addressed by the revisions. This person cited a story about a semi-literate building doorman attributed to former Library Commissioner Mary Louise Stong, as a reason to eliminate the proposed restrictions on some adult access to children's centers in the libraries. This anonymous member of the public expressed some skepticism that library security would be able to overcome their personal likes and dislikes and enforce the guidelines fairly. Mr.

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Peter Warfield was disappointed with what he found to be little or no changes beyond some cosmetic changes to the proposed new guidelines. Mr. Warfield questioned how these rules would be enforced and again commented on what he found to be overly harsh penalties. Mr. Warfield asked what violations would merit suspension of library privileges and expressed concern that the concerns of the disabled had not been fully addressed in the revisions. Mr. Warfield noted the revised rules remained open to subjective enforcement.

Commission comment on Agenda Item #4

In response to a question by Commissioner Streets, Deputy City Attorney Adine Varah explained why the guidelines were changed to address the issues of harassing and threatening behavior instead of simply forbidding use of profanity, which could raise constitutional questions regarding content of speech. Ms. Varah noted that these guidelines fully adhered to the constitutional standard and specifically addressed behavior. Commissioner Swig noted that it was a really great challenge to create effective rules and that there were always exceptions to the rules that needed to be considered. She found the rules much improved but questioned if they did fully address the concerns raised by Ms. Mizner. Library Security Chief Rachel MacLachlan explained the specific changes and cited the new guideline that encouraged disabled individuals to make their special needs known to staff so that exceptions to these rules could be made to accommodate their special needs. There followed an extensive discussion of these issues among the Commissioners with Commissioner Coulter pointing out that approval of these rules would require agreement of all four Commissioners present. Commissioner Bautista expressed satisfaction with the revised rules and suggested that they be approved. Commissioner Swig after reviewing the new section cited by Ms. MacLachlan agreed that it did indeed address her concerns and that she was prepared to vote in support of the new guidelines

MOTION: by Commissioner Bautista, seconded by Commissioner Swig for adoption of the new patron conduct rules, Guidelines for Library Use.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT

The City Librarian introduced Mr. Charlie Dunn of the Department of real estate who gave the Commissioners an overview of the preliminary site selection recommendations for a replacement location for the Portola and Ingleside branch Libraries. Mr. Dunn began with a detailed presentation of his recommendations for possible new sites for the Portola branch Library. Mr. Dunn noted that these recommendations had been largely shaped by the comments heard at community meeting held in the neighborhood and from library staff input. Mr. Dunn noted that the existing branch library location at 2450-60 San Bruno Avenue while was not included in the recommendations he requested that the Commissioners authorize him to look into its potential use as well. He reported that it

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

offered the opportunity for an up to 10,000 sq. ft. facility on the site of the existing building and its adjoining small commercial spaces. He noted community concerns with the loss of library services during construction of a replacement facility and worries concerning too much traffic on that corner posing a potential hazard for library users as the reasons that neighborhood residents mentioned for not including that site among the recommendations.

Mr. Dunn identified Site A as 2574 San Bruno Avenue, currently the location of the Boys and Girls Club, as potentially a good location for a joint venture between the Library and the Boys and Girls Club which could benefit both as well as the Community. He expressed confidence that a facility could be built that could contain the potential noise problems associated with a youth recreation facility and accommodate the needs of branch library patrons as well.

Mr. Dunn then identified Site B as 2660-2670 San Bruno Avenue, the location of an existing Round Table Pizza Shop as the next likely location. Existing commercial buildings that could be replaced by a new branch library facility occupied this site he pointed out. He further commented that this location enjoyed some community support.

Ms. Hildreth then discussed a new possible location that had been only very preliminarily discussed, a possible site on the grounds of the Martin Luther King Middle School. The City Librarian stressed that she had only had a brief discussion with the school's Principal Mr., James Taylor concerning possible co-location of the Portola branch Library on an unused playground space at the rear of the school property and that no discussions had been held with school district officials so far on this matter. Ms. Hildreth pointed out that choosing to share a site with a school would place this project in the highest priority for funding category under Prop. 14, State Library Construction and Improvement Bond's proposed regulations and could provide substantial benefit for the neighborhood as well.

Public comment on Agenda item#5 BRANCH LIBRARY SITE SELECTION REPORT (Portola Branch Library)

Ms. Chris Ortiz, member of the Council on Neighborhood Libraries representing the Portola Branch Library expressed concerns with the Boys and Girls Club location, noting that the club did not serve all of the neighborhood's children. She additionally had concerns that any MOU between the Library and the Boys and Girls Club would have to be very carefully spelled out to protect the rights of library users. Ms. Ortiz was intrigued by the possibility of locating the branch library on the grounds of the Martin Luther King Middle Schools noting that she had some concerns about each of the other proposed sites. Ms. Ortiz noted that the community had spent a very long time without library services and that for the many children and youth in the neighborhood this had been a great hardship. An anonymous member of the public observed that this was a very isolated neighborhood with a particularly great need for a library. This individual also commented that there were very great concerns with any lease back proposal and that there had been an implicit promise in Prop. A that these new branch libraries would be city owned facilities. The anonymous member of the public also noted problems inherent in the proposed site B as it was

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comprised of two lots that could be more expensive to acquire. Mr. Peter Warfield expressed reservations about any proposed shared facilities, noting that they were sure to be more complex and difficult to manage. Mr. Warfield asked what would happen if there was a need to end the relationship the library? He noted that the Library might have to find a new tenant, and what would be the financial implications should this arrangement not work out. Secondly, Mr. Warfield raised a larger question that had been mentioned by previous speakers concerning replacement facilities for these branch libraries while they were being replaced or undergoing renovation. Mr. Warfield noted that he had heard no promise that there would be substitute library services in place during these projects and he requested that there be a clear commitment made to do so.

Commission comment on Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT (Portola Branch Library)

Commissioner Coulter noted that it would always be his preference that the new libraries be located in city owned facilities. Commissioner Streets agreed that shared facilities could lead to problems and complications. The City Librarian commented that the concept of partnership was worthy of examination and that there were many attractive opportunities for very beneficial relationships particularly regarding the entirely new branch facilities. In response to a question by Commissioner Coulter, the Portola Branch Library Librarian Roz Shane explained that while the current corner location was attractive and highly accessible there were continual concerns with the very heavy traffic in the area posing a serious potential risk for library users. Ms. Shane expressed her appreciation for the valuable contributions that neighborhood residents were making to the search for the new site and noted that this neighborhood both wanted and deserved a new branch library facility.

MOTION: By Commissioner Bautista, seconded by Commissioner Swig to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Portola Branch Library sites and bring its recommendations for the selection of a Portola Branch site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT
(Ingleside branch Library)

Mr. Dunn then discussed in great detail the four potential locations for a replacement for the current Ingleside Branch library. Mr. Dunn noted the first location, Site A was the current location of the branch library in the former Bank of America Building at 1649 Ocean Avenue and was a favorite of many of the neighborhood residents. Mr. Dunn noted that the concern here was if it could be purchased for a fair market price. He noted that the full site would provide more space if fully renovated than the current leased space in the same building.

Mr. Dunn identified Site B as the Sunset Auto facility at 1250 Ocean Avenue, noted that this site could accommodate a 1,000 sq. ft. facility, and noted that this location got the 2nd highest

The number of members of the public who spoke anonymously at this meeting 1.

number of votes at the community meeting held to discuss potential branch library locations. Mr. Dunn reported however that there were concerns with potential toxic substances existing on this auto repair facility site. In response to questions regarding providing parking at the new branch facilities posed by Commissioner Streets, Mr. Dunn replied that this site would provide room for some spaces but as city policy called for "Transit First" providing parking had not been a priority issue in considering potential branch library locations.

Mr. Dunn described Site C as 1945-1957 Ocean Avenue, occupied by Ramallah Hall. He identified Site D as 1801-1815 Ocean Avenue, the Red Roof/Church site, as a potential location for a 14,000 sq. ft. facility. Mr. Dunn noted that there was varying neighborhood support for each of these potential locations, some of which were regarded as blights on the neighborhood which could be eliminated by replacing them with the branch library.

Public comment on Agenda item#5 BRANCH LIBRARY SITE SELECTION REPORT
(Ingleside Branch Library)

Mr. Dan Weaver, Friends of the New Ingleside Library, noted that the existing historic bank of America Building was the overwhelming choice of the neighborhood for the location of the branch library. Mr. Weaver noted that the adjoining storefront could provide space for the library to operate during the period when the main Bank of America Building was being renovated to be the permanent home of the branch library. Mr. Weaver then in turn discussed the pluses and minuses of each of the other potential locations noting opportunities and problems existing with each of them. In particular, he noted the toxic clean up problem at Sunset Auto location and the potential opportunities/problems with the other sites that represented in some ways derelict locations in the neighborhood. Mr. Weaver also urged the Commissioners to consider a design competition that would maximize opportunity for use of natural light and other building enhancements in the new branch library. Mr. Weaver noted that it was important that the community have a substitute library in place should the Bank of America facility be chosen as the permanent site for the Ingleside Branch Library. Mr. Al Lewis noted that he had been a longtime supporter of the Library and that he strongly supported retaining the historic Bank of America building as the location of the Ingleside Branch Library. Mr. Lewis reported that the other proposed locations didn't match up and that several of them were definitely not for sale. Mr. Lewis noted that since the Ingleside Branch had opened in June the community had been very happy with it. He further commented the Library should consider that in two years when the Muni Ocean Avenue transit improvements are finished and amenities such as trees have been installed that this site will be the prime location in the community. Mr. Lewis also formally requested that the Commission authorize the installation of a community bulletin Board in the new Ingleside Branch library as requested by the community. Ms. Regina Flosser, a community activist who had attended many neighborhood meetings about the library, expressed concern that choosing the Bank of America Building could expose the Library to price gouging by the property owner, who she reported had bought the building a short time ago for $700,000 and was now asking that the Library pay millions for the property. Ms. Flosser reminded the Commissioners to remember the hard times and not be taken advantage without considering other less expensive alternatives to the existing facility. An anonymous member of the public noted that this branch was most familiar to the Commissioners as this branch library had been extensively discussed prior to the signing of a 10 year lease to move into the current location. This individual noted that when it had been pointed out that Ocean Avenue was going to undergo an extensive construction program that it had been denied and of course now Ocean Avenue is extensively under reconstruction. This person noted that the character of the neighborhood changes drastically from one end of Ocean Avenue to the other and perhaps the best place for the library would be in the middle. Mr. Peter Warfield asked two questions regarding likely substantial costs to lease temporary space for temporary library sites when the branch library is undergoing construction and regarding what investigations have been done and what costs identified when these questions have been raised.

Commission comment on Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT (Ingleside Branch Library)

In response to a question by Commissioner Coulter, Mr. Dunn explained in some detail the various processes of review and stages of consideration when Real Estate identifies that there are potentially toxic substances on a property under consideration for purchase. He further responded to commissioner Coulter that undertaking this process significantly increased the costs involved and the amount of time needed to complete a project. The City Librarian discussed at some length the pros and cons of the current location noting that the Library had already made extensive tenant improvements to the property in the course of moving in as the temporary branch library location. She commented that choosing an entirely new building provided the best opportunity to get exactly what the community wanted in a new library facility. In response to a query by Commissioner Bautista, Ms. Hildreth noted that the Library had a 10-year lease on the Bank of America Building.

MOTION: By Commissioner Bautista, seconded by Commissioner Streets to authorize the Department of Real Estate to negotiate and enter into purchase agreements with the property owners of the proposed Ingleside Branch Library sites and bring its recommendations for the selection of a Ingleside Branch site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item # 7 FRIENDS AND FOUNDATION REPORT

None offered

Agenda Item #8 LIBRARY LABOR UNION REPORT

None offered

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Agenda item #8 NEW BUSINESS

Commissioner Bautista called attention to an ad for the New Main to New Millennium Exhibit that had been included in Water Department billing and expressed her appreciation for the Water Department's doing so.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public noted that this person had also received the ad in their water bill as well.

Agenda item #10 PUBLIC COMMENT

Mr. Rodney Taylor of Potrero Hill expressed his enjoyment of the Library and his appreciation for the wide array of services offered and expressed his strong support for the effort by the Library to hire a collection agency to recover lost materials. Mr. Taylor indicated disappointment that the members of the Board of Supervisors had not allowed the Library this option in its efforts to get back overdue items. An anonymous member of the public thanked the previous speaker for his comments, but expressed a wish that he had studied the issue further so that he would better understand the controversy and the good discussion which took place at the Board of Supervisors. The anonymous member of the public called the Commissioners' attention to the fact that some of this individual's writings on library related topics had again been selected for inclusion in a published anthology of "alternative" library literature. This person further noted that this individual's work had been previously chosen three times, a rare accomplishment, for inclusion in published alternative library literature. The anonymous member of the public reported that this literature offer a vibrant discussion of the issues.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Streets that the meeting be adjourned
ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

The meeting was adjourned at 6:48PM.

Michael Housh, Commission Secretary 8/10/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

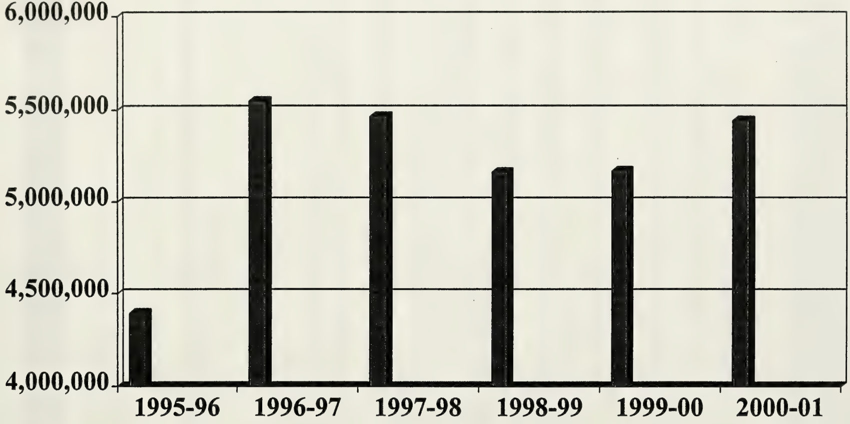
Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library Circulation 1995-2001



1995-96	1996-97	1997-98	1998-99	1999-00	2000-01
4,393,162	5,547,488	5,462,172	5,160,364	5,166,843	5,438,451

Patron Conduct Policy

Policy #201

Section: Library Services
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING

Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

DRAFT

GUIDELINES FOR LIBRARY USE

PURPOSE

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

~~Appropriate attire, including s~~Shirts and shoes or other footwear~~, is~~ are required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators ~~and~~ or ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING
Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

~~Strong, pervasive odors.~~

Vandalizing or abusing Library materials, equipment, or facilities.

~~Begging, s~~Soliciting money, donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable ~~or excessive~~ use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with ~~a person's~~Library user or staff comfort, safety, ~~or~~ use or quiet and peaceful enjoyment of the Library, including but not limited to:

Harassing or threatening Library users or staff.

~~Approaching library users in a manner that could disturb them.~~

Staring at, following, or photographing ~~others~~Library users or staff.

Strong, pervasive odors, including odors caused by perfume or cologne.
~~Using slurs or profanity.~~

Making any loud or unreasonable noise or other disturbance, including disruptive~~inappropriate~~ use of personal communications or entertainment devices.

Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. ~~Persons who~~Illegal activity, as well as any willful or repeated violations of -these~~fail to follow these~~ gGuidelines or other posted Library regulations (e.g. computer use rules) may result in~~be~~ removal~~ed~~ from the facility~~,~~ and/or ~~have their~~suspension of Library privileges~~ suspended,~~. ~~and/or be arrested.~~ In addition, where authorized by Federal, State or local law, violations of these Guidelines may also result in arrest.

Library users who wish to request a reasonable modification of these Guidelines because of a disability or health problem may contact Library staff or may call the Library's Access Service Manager at 415-557-4557.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES~~ETC~~. –IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

X-Originating-IP: [12.81.66.133]
From: "Carol High" [redacted]
To: mhoush@sfpl.lib.ca.us
Cc: shildreth@sfpl.lib.ca.us, dcorbeil@sfpl.lib.ca.us
Bcc:
Subject: Portola branch library
Date: Fri, 03 Aug 2001 08:56:13 -0700
X-OriginalArrivalTime: 03 Aug 2001 15:56:14.0033 (UTC) FILETIME=[D29AEC10:01C11C34]

Michael,

Just want to pass along some feedback about the search for a permanent site for the Portola branch library, especially since I cannot attend the August 7th meeting. First of all, I want you to know that I have lived in the Portola area for over 10 ye ars and am a frequent visitor to the library, along with my 7-year-old daughter. I feel that we have a wonderful staff at Portola, they are always helpful, have interesting programs and seem to want to contribute to the community.

That said, I have thought long and hard about the best permanent location for the Portola branch and, like Roz Chang, I feel that each choice has pluses and minuses and here is why.

--The current location has visibility, but it can be scary just making it to their front door. The parking at the north end of San Bruno Avenue is very difficult and with cars coming off/going onto the freeway, the location is dangerous.

--I do like the idea of a shared space with the Boys and Girls Club, but it would only work with 100% commitment on both sides and an absolute desire to make it work. Hopefully, it would also bring more neighborhood kids into the Club, wh ich is not currently the case. This location is also very close to the local middle school.

--The commercial spaces to the south, closer to Bacon street, would be fine, as long as you DO NOT TOUCH the Lido Bakery. (Your flyer mistakenly includes the Lido Bakery space at 2684 San Bruno Avenue). I believe this includes a coffee shop, a hair salon and Round Table Pizza. One reason I do not like this location is that if we lose the coffee shop, we would be left with only one breakfast coffee shop on the avenue. Finally, this location would be preferable ONLY IF it would give the Portola library greater square footage than the Boys/Girls Club idea.

In summary, the most important factors to me are safety and maximum square footage. Please forward this e-mail along to the library commissioners in advance of the August 7th meeting. Thank you for your assistance.

Carol High

Get your FREE download of MSN Explorer at http://explorer.msn.com

Subject: Help Select Your New Library Site
Date: Thu, 19 Jul 2001 15:27:23 -0700
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
X-MIMEOLE: Produced By Microsoft Exchange V6.0.4417.0
Thread-Topic: Help Select Your New Library Site
Thread-Index: AcEQolMnST6M+3xYEdWHBQDgKW5iQw==
From: "Kutler, Roz" <kutler@plsinfo.org>
To: <dcorbeil@sfpl.org>

Thursday, July 19, 2001

Dear President Charles A. Higueras, Vice President Carol Steiman and Commissioners Helen Marte Bautista, Lonnie K. Chin, Steven A. Coulter, A.I.A., Fran A. Streets, Darian W. Swig:

I learned about the upcoming July 25th meeting to prioritize potential sites for new branch libraries at the San Francisco Organizing Project Portola neighborhood meeting last night. As I am unable to attend the meeting, and as I care about this matter deeply, I hope that you will consider this letter along with other feedback from Portola neighborhood residents.

As a resident of the Portola (and a public librarian), I would like to voice my strong opinion that the Boys & Girls Club would be a very poor choice for the Portola Branch Library location. I have experience rotating to staff a branch library located right next to an elementary school, and there are endless problems with loitering and parents treating the library as a daycare center for young children. I do not feel that older adults (the other largest group of library users in my community) would feel welcome using the library at that location adjoining the Boys and Girls Club.

I would support either of the other locations (the existing site or the commercial properties at 2662 ▯ 2684 San Bruno Avenue). I think it preferable to purchase a property (rather than lease one) if that is an option.

Thank you for your attention to this letter, and for your careful consideration of this matter. I look forward to hearing your response.

Sincerely,

Rosalind M. Kutler, MLIS
Portola Resident
561 Brussels Street
San Francisco, CA 94134
415/656-1999

Rosalind M. Kutler, Reference Librarian   Redwood City Public Library
Information Services   1044 Middlefield Road
Redwood City, CA 94063-1815
Phone: 650/780-7059
Fax: 650/780-7069
Email: kutler@plsinfo.org
http://www.redwoodcity.org/library/rcpl.html

SAN FRANCISO LIBRARY COMMISSION

August 7, 2001

POTENTIAL NEW BRANCH LIBRARY SITES
For
PORTOLA AND INGLESIDE

Prepared by:

Charles Dunn
Principal Real Property Officer
Real Estate Division

Jorge Alfaro
Project Architect
Bureau of Architecture

City and County of San Francisco

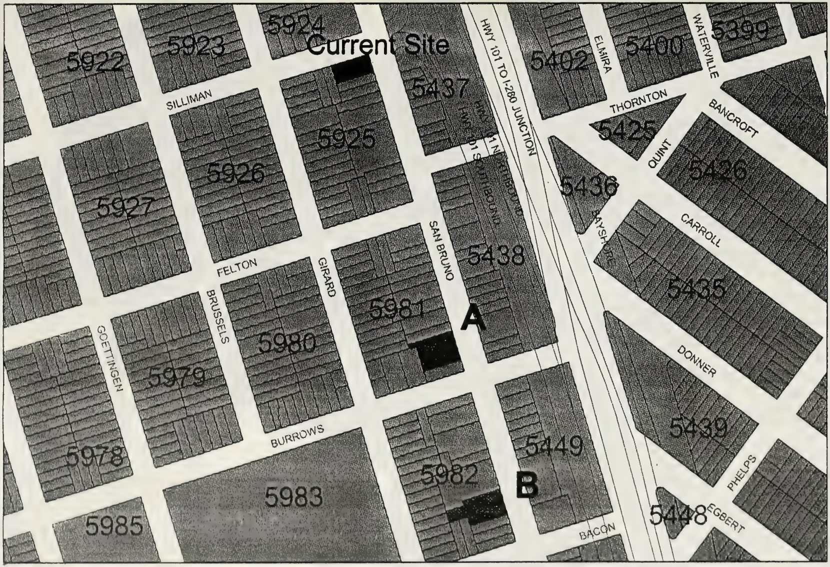
PORTOLA BRANCH

Potential Acquisition sites are located at:

A. 2574 San Bruno Ave. (Boys & Girls Club)

B. 2660 - 2670 San Bruno Ave. (Round Table)

Portola Library Index Map


Current Site
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FELTON
BRUSSELS
GOETTINGEN
GIRARD
BURROWS
SAN BRUNO
HWY 101 TO I-280 JUNCTION
HWY 101 NORTHBOUND
HWY 101 SOUTHBOUND
ELMIRA
WATERVILLE
THORNTON
QUINT
BANCROFT
BAYSHORE
CARROLL
DONNER
PHELPS
EGBERT
BACON

■ Current Site
■ Option "A"
▨ Option "B"

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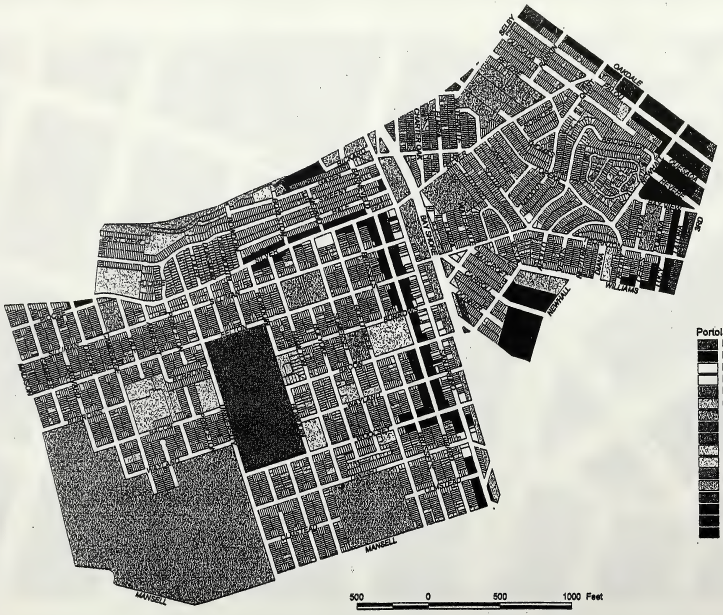
Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 2, 2001
DPW/Geographic Data Services

DISCLAIMER: The City & County of San Francisco does not guarantee the accuracy, adequacy, completeness or usefulness of any information. CCSF provides this information on "as is" basis without warranty of any kind including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

Portola District

(Exhibit B-3)


SELBY
OAKDALE
QUESADA
REVERE
3RD
WILLIAMS
DIANA
NEWHALL
CHARTER OAK
BAY SHORE
SILVER
MANSELL
MANSELL
500
0
500
1000 Feet
N
W
E
S
Portola Parcels
▨ Heavy Commercial
■ Light Industrial
☐ Neighborhood Commercial, Cluster
☐ Neighborhood Commercial, Small Scale
▨ Neighborhood Commercial, Moderate Scale
▨ Neighborhood Commercial, Shopping Center
▨ Public
▨ Public/Light Industrial
▨ Public/Residential-House, One Family
▨ Residential-House, One Family
▨ Residential-House, One Family - Detached
▨ Residential-House, One Family/Light Industrial
▨ Residential-House, One Family/Neighborhood Commercial, Cluster
▨ Residential-House, One Family/Residential-House, Two Family
■ Residential-House, Two Family
■ Residential-House, Two Family/Neighborhood Commercial, Small Scale
■ Residential -Mixed, Low Density

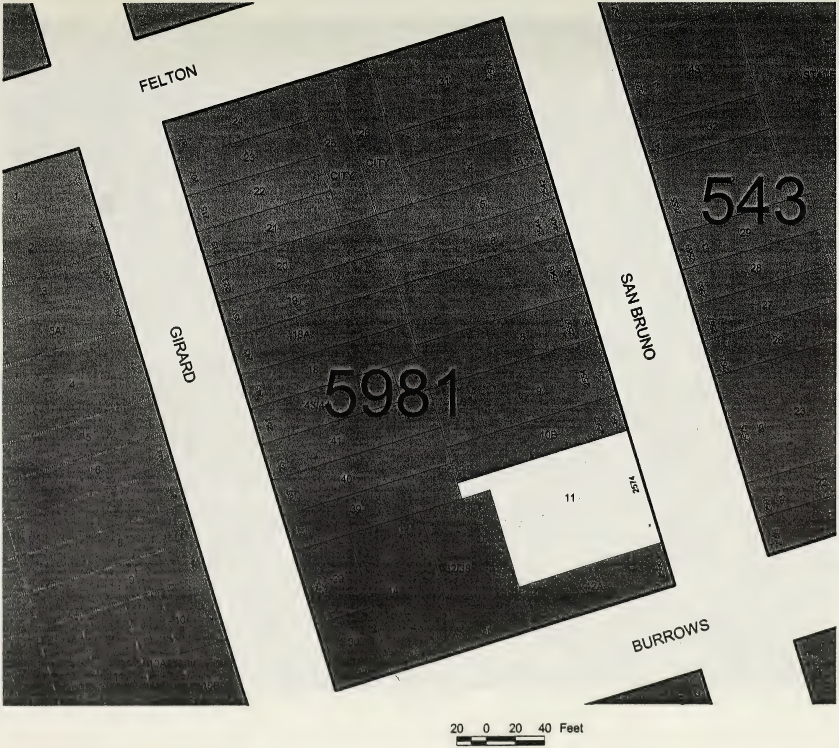
PORTOLA BRANCH OPTION #A .

Address:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
Lot Size:	8120 sf (79 x 100 irregular)
Existing Zoning:	NC-2 Small Neighborhood Commercial
Existing Improvements:	Single Story, built 1949
Existing Occupants:	The Boys and Girls Club of San Francisco

2574 San Bruno Ave
Comments:

The Boys and Girls Club would be willing to consider a sale leaseback, joint venture or other creatively structured transaction which would allow for the library to occupy the ground floor, or the ground and one-half of the second floor, and the Boys and Girls Club to occupy the second floor or remainder of the second floor and the third floor. One possible transaction structure would have the City won and build the building and the Boys and Girls Club lease their space for, say, 10 years. The Boys and Girls club is moving away from the "gym and swim" approach and would reportedly be using the property for compatible and cooperative uses. Attached is an Architect's schematic of how a Library and Boys and Girls Club might layout.

2574 San Bruno Ave.


FELTON
GIRARD
SAN BRUNO
BURROWS
5981
543
2574
11
10B
12A
32/38
18A
18
41
40
39
22
30
24
23
22
21
20
19
25
26
CITY
CITY
31
3
4
5
6
8
9
45
32
29
28
27
26
23
1
2
3
3A
4
5
6
7
8
9
10
12A
11
20 0 20 40 Feet

Source: Department of
Public Works,
Copyright, 1996.

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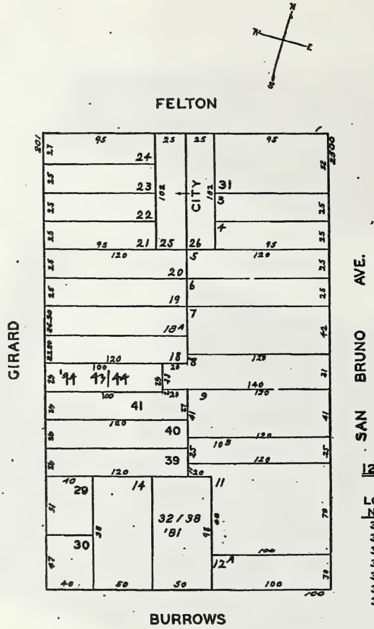
5981 55

LOTS MERGED

lots 10 & 10A into lot 9, 1958.
" 10 & 12 " " 11 1958
13 32/38 '81

UNIV. MOUND TR SURV BLK 3

REVISED '58
REVISED '59
" '63
" '81
" '91
" '92
" '94



N
E
S
W
FELTON
GIRARD
SAN BRUNO AVE.
BURROWS
CITY
24
23
22
21
25
26
31
3
4
5
20
6
19
7
18A
18
8
'94 43/44
9
41
40
10B
39
29
14
32/38 '81
11
30
12A
2300
201

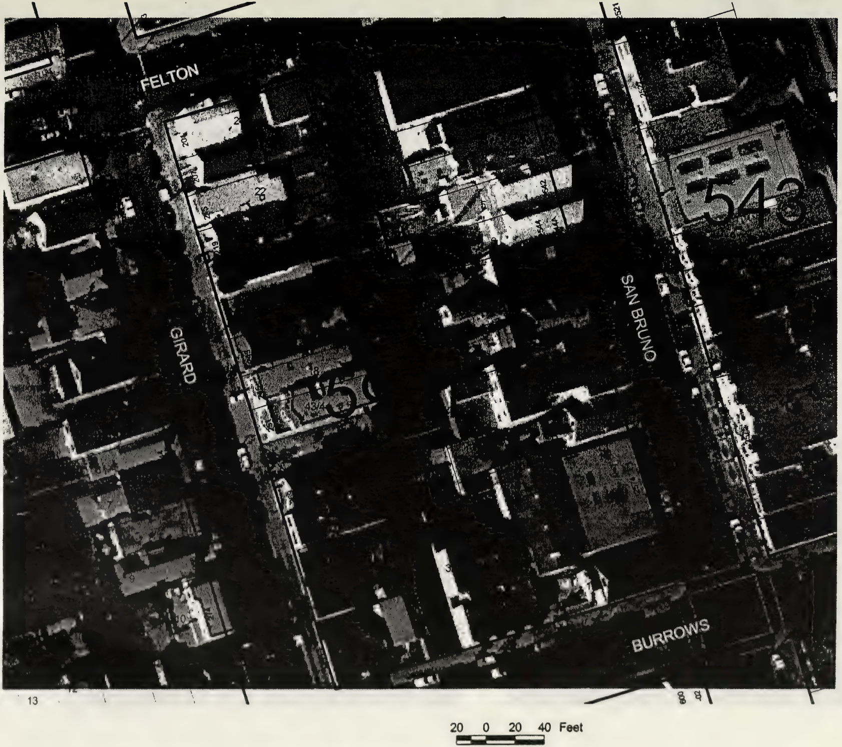
120 BURROWS ST.
A CONDOMINIUM

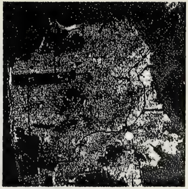
LOT NO.	UNIT NO.	% COMMON AREA
32	1-A	23.68
33	101	14.46
34	102	12.30
35	103	11.40
36	201	14.46
37	202	12.30
38	203	11.40

251 GIRARD ST.
A CONDOMINIUM

LOT	UNIT	% COMM. AREA
43	101	63.07
44	201	36.93

2574 San Bruno Ave.


FELTON
GIRARD
SAN BRUNO
BURROWS
543
13
W
E
N
S
20 0 20 40 Feet



Source: Department of Public Works, Copyright, 1996.

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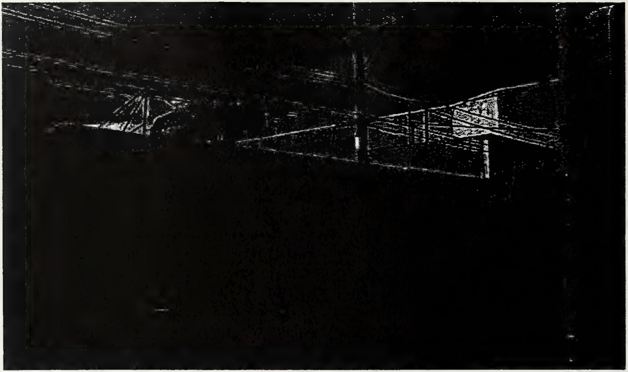
PORTOLA BRANCH OPTION #B.

Address: 2660 – 2670 San Bruno Ave.

PORTOLA BRANCH OPTION #B (Continued).

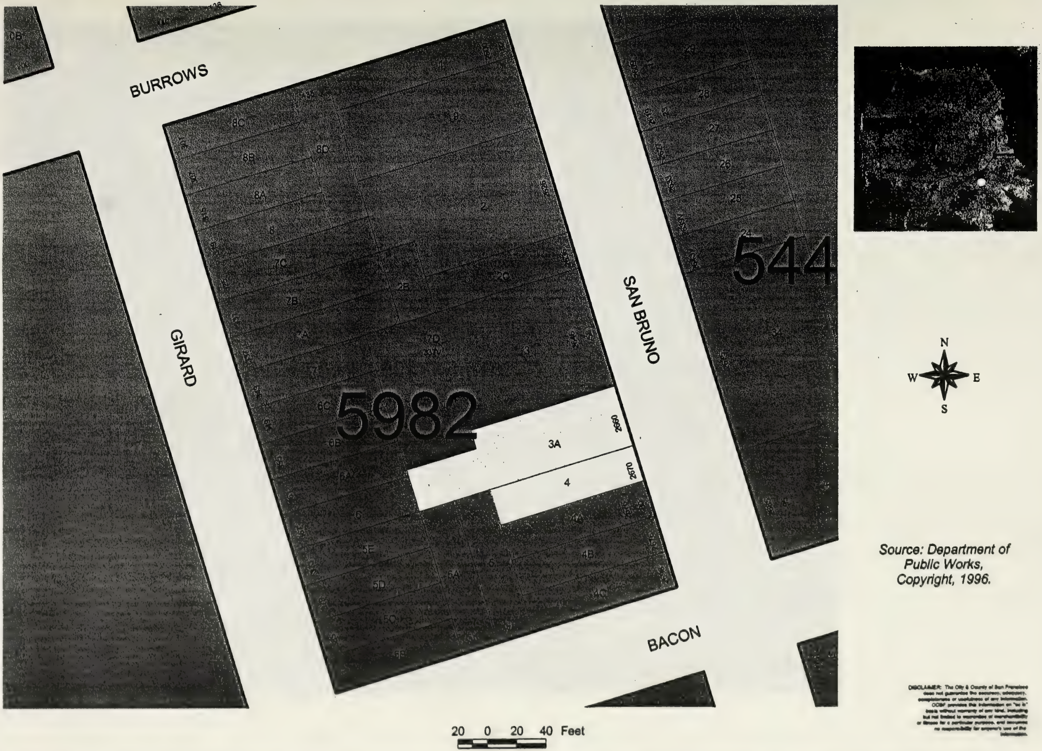
2660 – 2670 San Bruno Ave.

	Between Burrows St. & Bacon St. Assessor's Blk 5982, lots 3a, 4
Lot Size:	Approx. 8,175 sf (67 x 100 irregular)
Existing Zoning:	NC-2 Small Neighborhood Commercial
Existing Improvements:	Single Story Commercial, built 1928, Two story Commercial built 1946
Existing Occupants:	Smart Printing San Bruno Hair Salon Round Table Pizza S R Martin College Preparatory School
Comments:	Located 1 block east of Dr. Martin Luther King Jr. Middle School.



View of all 3 adjacent retail buildings

2660 - 26. 0 San Bruno Ave.


BURROWS
GIRARD
SAN BRUNO
BACON
5982
544
3A
4
2660
2670
8C
8B
8A
8
7C
7B
7A
7D
7
6C
6B
6A
6
5E
5D
5C
5B
2B
2C
2
3
4B
4C
4A
8D
29
28
27
26
25
24
N
S
E
W
20 0 20 40 Feet

Source: Department of Public Works, Copyright, 1996.

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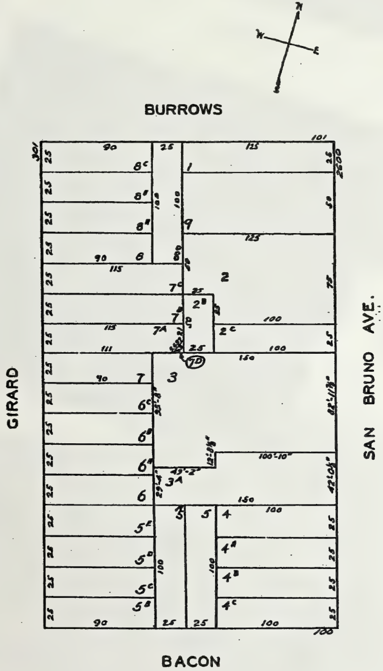
LOTS MERGED

LOT 9A INTO LOTS 1A & 9 - 7941'
" 1A & 2A " " 2 - 7955'
LOT 6 FROM PRIVATE INTO U.S.A. - 1989

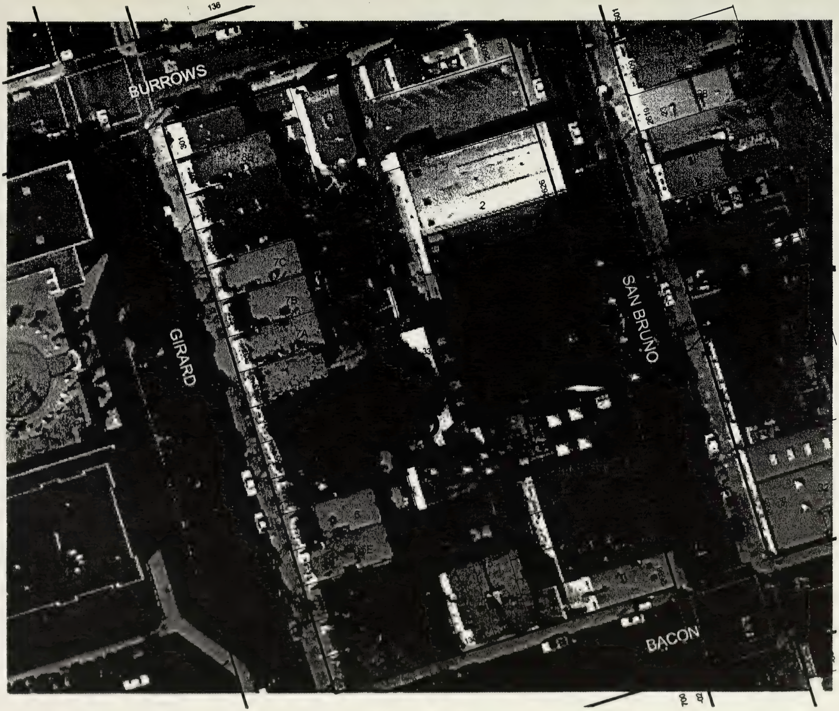
5982

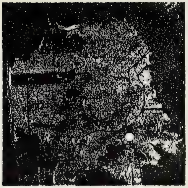
UNIV MD TRACT SUR
BLK 4

REVISED 1989


N
W
E
S
BURROWS
GIRARD
SAN BRUNO AVE.
BACON
301
101
2600
700
1
2
2B
2C
3
3A
4
4A
4B
4C
5
5B
5C
5D
5E
6
6A
6B
6C
7
7A
7B
7C
7D
8
8A
8B
8C
9
90
25
125
100
115
111
150
50
75
100'-10"
42'-0½"
82'-11⅞"
25'-3"
29'-4"
43'-2"
12'-8¾"

2660 - 26[illegible]0 San Bruno Ave.


BURROWS
GIRARD
SAN BRUNO
BACON
136
301
2
2626
2619
2609
601
7C
7B
A
6
E
33
700
20 0 20 40 Feet



Source: Department of Public Works, Copyright, 1996.

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INGLESIDE BRANCH

Potential acquisition sites are:

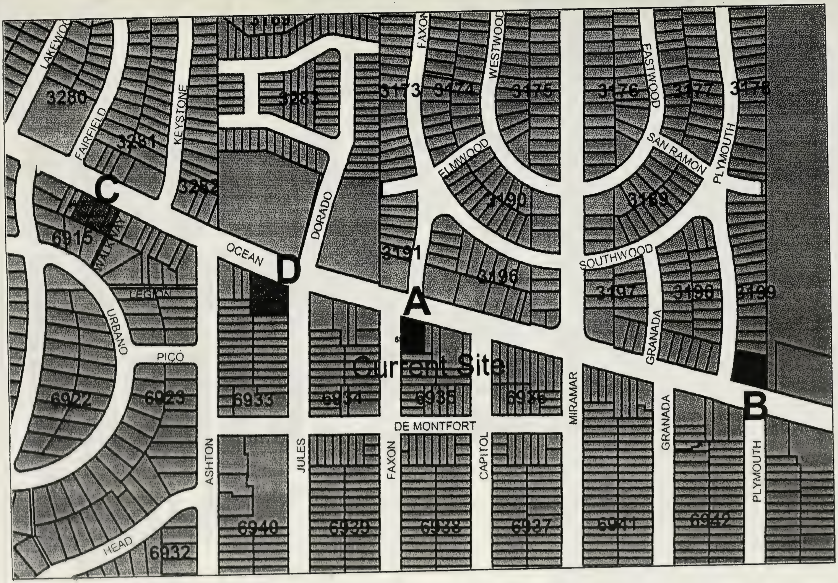
A. 1649 Ocean Ave. (Existing leased Library location)

B. 1250 Ocean Ave. (Sunset Auto)

C. 1945 –1957 Ocean Ave (Ramallah Hall)

D. 1801- 1815 Ocean Ave. (Church/ Red Roof)

Ingleside Library Index Map


LAKEWOOD
3280
FAIRFIELD
3281
KEYSTONE
3282
3283
FAXON
3173
3174
WESTWOOD
3175
3176
EASTWOOD
3177
3178
ELMWOOD
SAN RAMON
PLYMOUTH
3190
3169
C
6915
WALKWAY
OCEAN
D
DORADO
3191
3196
SOUTHWOOD
3197
3198
3199
A
LEGION
URBANO
PICO
Current Site
GRANADA
B
6922
6923
6933
6934
6935
6936
DE MONTFORT
MIRAMAR
ASHTON
JULES
FAXON
CAPITOL
GRANADA
PLYMOUTH
6940
6939
6938
6937
6941
6942
HEAD
6932

■ Current Site Option "A"

■ Option "B"

▨ Option "C"

▨ Option "D"

N
W
E
S
0 100 200 300 400 Feet

Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 1, 2001
DPW/Geographic Data Services

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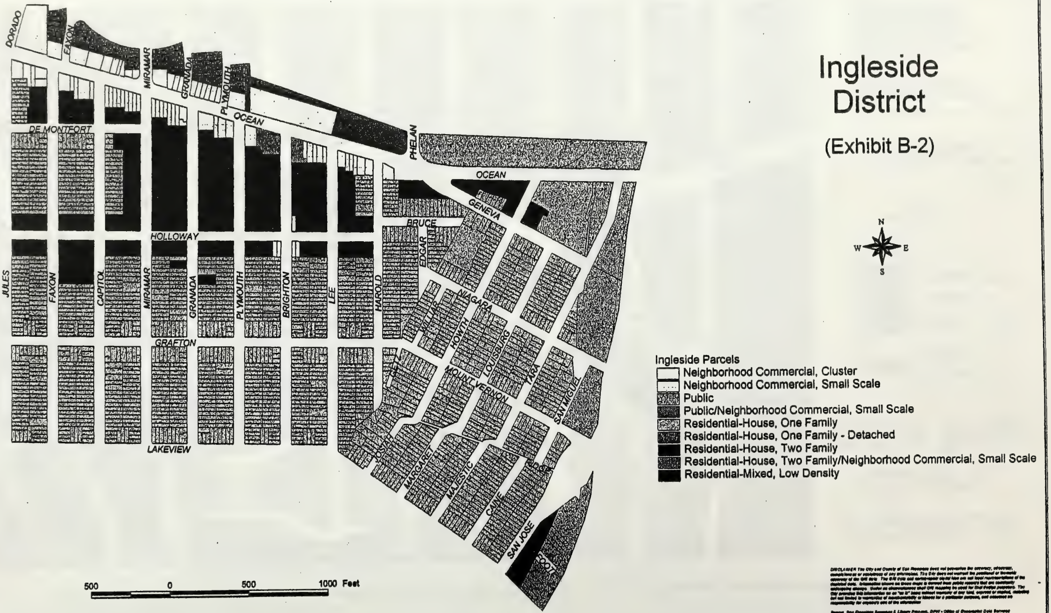
Ingleside District

(Exhibit B-2)


N
W
E
S
DORADO
FAXON
MIRAMAR
GRANADA
PLYMOUTH
OCEAN
PHELAN
DE MONTFORT
HOLLOWAY
JULES
FAXON
CAPITOL
MIRAMAR
GRANADA
PLYMOUTH
BRIGHTON
LEE
HAROLD
GRAFTON
LAKEVIEW
OCEAN
GENEVA
BRUCE
EDGAR
NIAGARA
HOWTH
LOUISBURG
TARA
SAN MIGUEL
MOUNT VERNON
MARGARET
MAJESTIC
CAINE
SAN JOSE
Ingleside Parcels
Neighborhood Commercial, Cluster
Neighborhood Commercial, Small Scale
Public
Public/Neighborhood Commercial, Small Scale
Residential-House, One Family
Residential-House, One Family - Detached
Residential-House, Two Family
Residential-House, Two Family/Neighborhood Commercial, Small Scale
Residential-Mixed, Low Density
500
0
500
1000 Feet

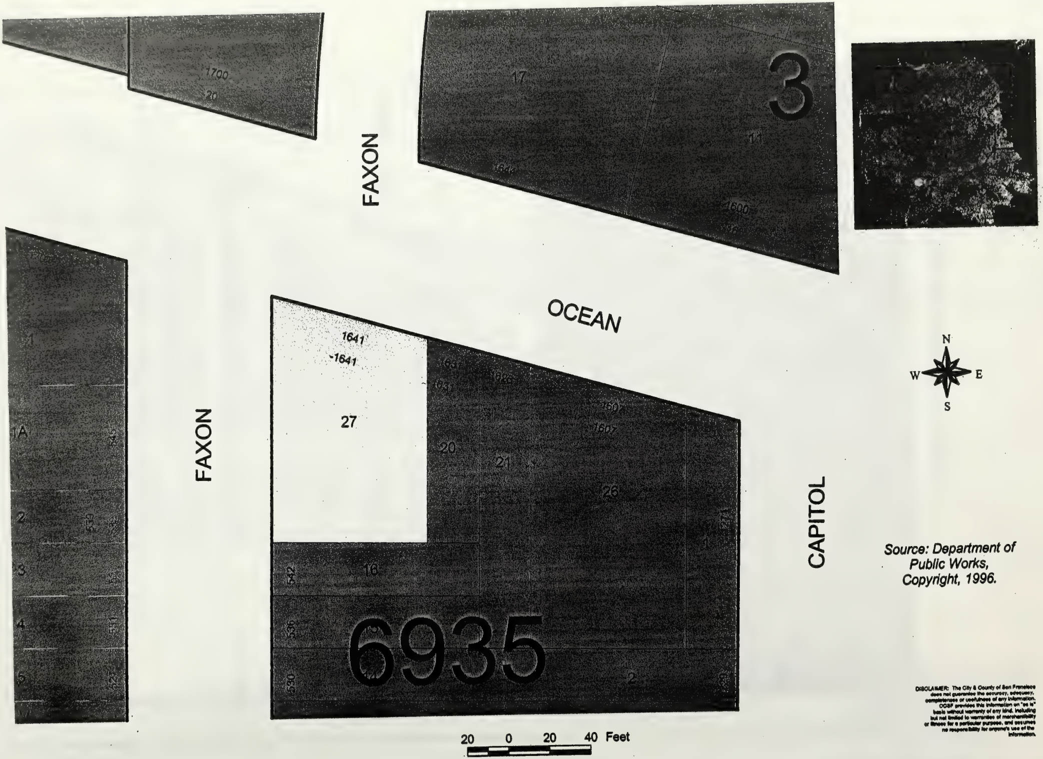
DISCLAIMER [illegible]

Source: [illegible]

INGLESIDE BRANCH OPTION #A

Address:	1637-1649 Ocean Ave Southeast corner of Faxon Ave.. Assessors Blk 6935 Lot 27
Lot Size:	Approximately 7,865 sf (75 x 94.75 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Existing Library Leased Location For Lease ATM
Comments:	Potentially Architecturally Significant Substantial costs to lease another temp library site during construction/renovation, if required.

1649 Ocean Ave.


1700
20
17
3
11
1600
FAXON
OCEAN
1641
1641
27
1631
1631
20
21
1607
1607
26
16
542
536
530
6935
2
1
1A
2
3
4
5
FAXON
CAPITOL
N
W
E
S
20
0
20
40
Feet

Source: Department of Public Works, Copyright, 1996.

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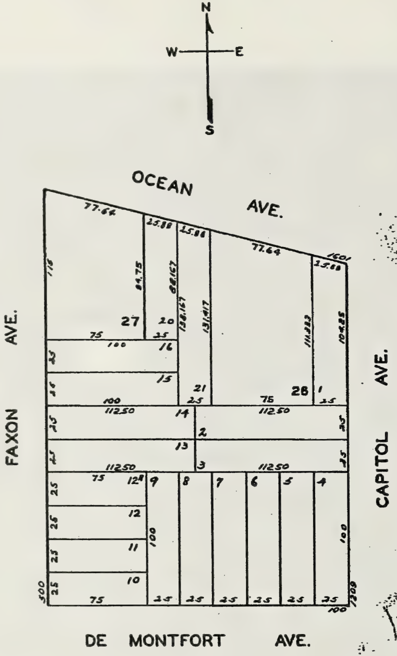
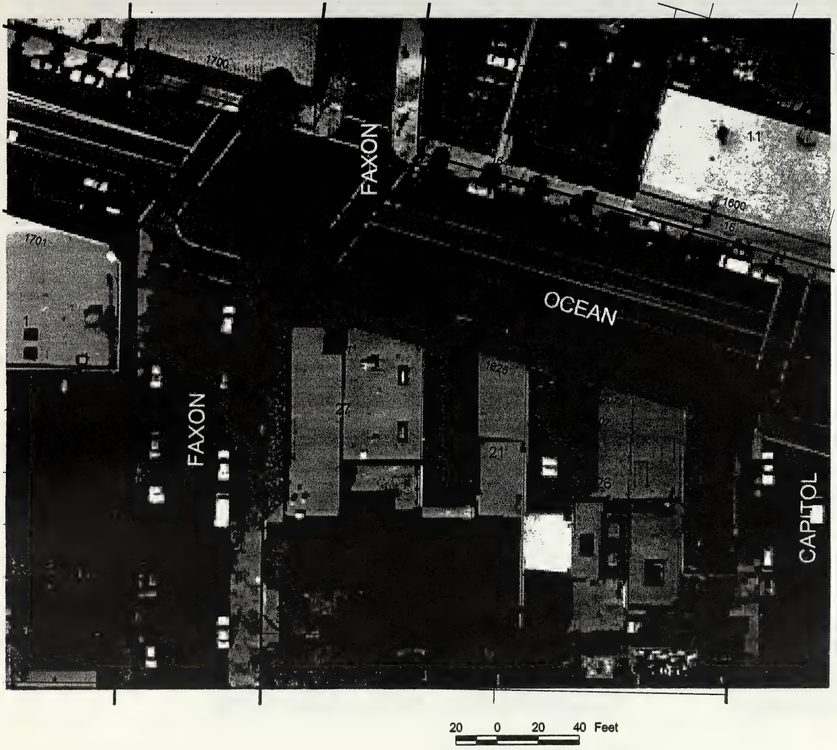
6935

LAKEVIEW
BLK 17

REVISED '57
" '70


N
W
E
S
OCEAN AVE.
FAXON AVE.
CAPITOL AVE.
DE MONTFORT AVE.
77.64
25.88
25.88
77.64
1601
25.88
115
84.75
88.167
138.167
131.417
111.283
104.25
27
20
75
25
100
16
15
21
25
100
75
28
1
25
112.50
14
112.50
2
13
3
112.50
112.50
12R
9
8
7
6
5
4
75
12
11
10
100
100
500
1200
25
75
100

1649 Ocean Ave.



1700
1701
FAXON
11
16
1600
16
OCEAN
1
1625
27
FAXON
21
CAPITOL
20 0 20 40 Feet

Source: *Department of*
Public Works,
Copyright, 1996.

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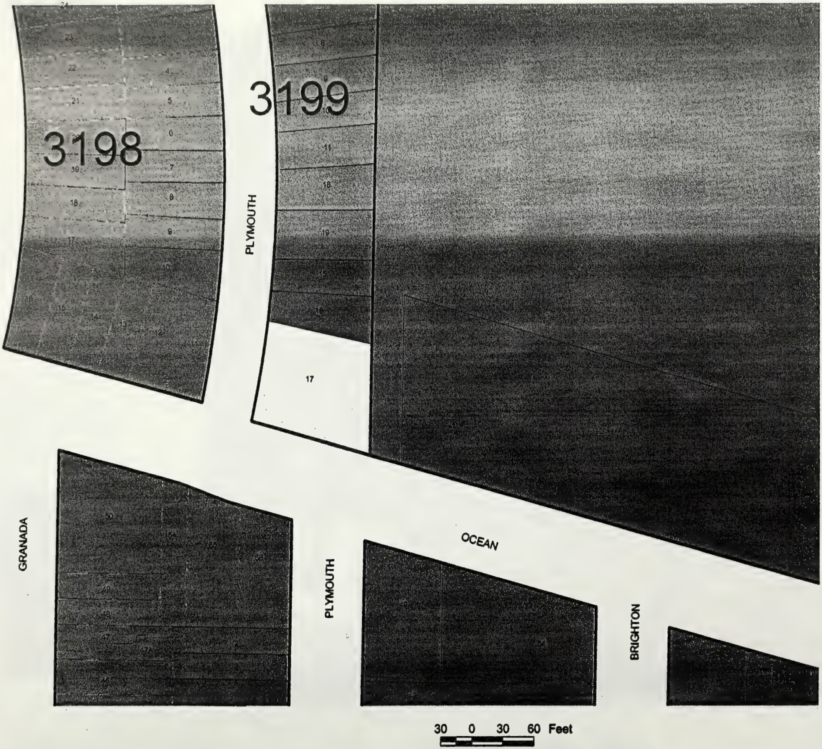
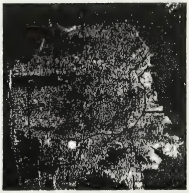
INGLESIDE BRANCH OPTION #B

Address:	1250 Ocean Ave Northeast corner of Plymouth Ave. Assessors Blk 3199, Lot 17
Lot Size:	Approximately 11,120 sf (115 x 100 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Auto Repair Garage, Built 1948
Existing Occupants:	Sunset Auto
Comments:	Requires toxics investigation

1250 Ocean Ave.


3198
3199
24
23
22
21
19
18
17
16
15
14
13
12
3
4
5
6
7
8
9
10
7
8
9
10
11
18
19
15
16
17
PLYMOUTH
OCEAN
GRANADA
PLYMOUTH
BRIGHTON
50
49
48
47
46
30
0
30
60
Feet



Source: Department of Public Works, Copyright, 1996.

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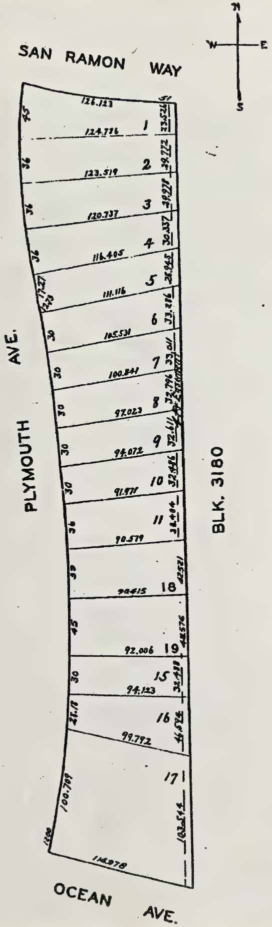
3199

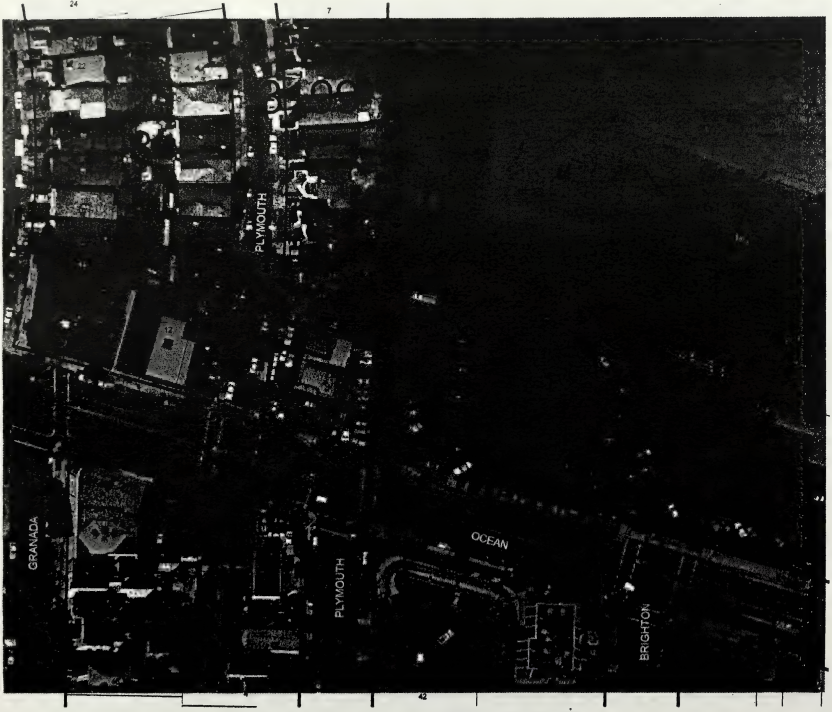
WESTWOOD PARK

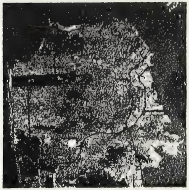
REVISED '63

LOTS MERGED
LOTS 18/19 INTO LOTS 19_ 17 "49"


N
W
E
S
SAN RAMON WAY
PLYMOUTH AVE.
BLK. 3180
OCEAN AVE.
1
2
3
4
5
6
7
8
9
10
11
18
19
15
16
17
126.123
124.776
123.519
120.737
116.405
111.116
105.531
100.841
97.023
94.072
91.971
90.579
90.415
92.006
94.123
99.792
100.709
116.978
102.514
45
36
36
36
30
30
30
30
30
36
39
45
30
30

1250 Ocean Ave.


24
7
22
PLYMOUTH
12
GRANADA
PLYMOUTH
OCEAN
BRIGHTON
42



N
W
E
S
30 0 30 60 Feet

Source: Department of
Public Works,
Copyright, 1996.

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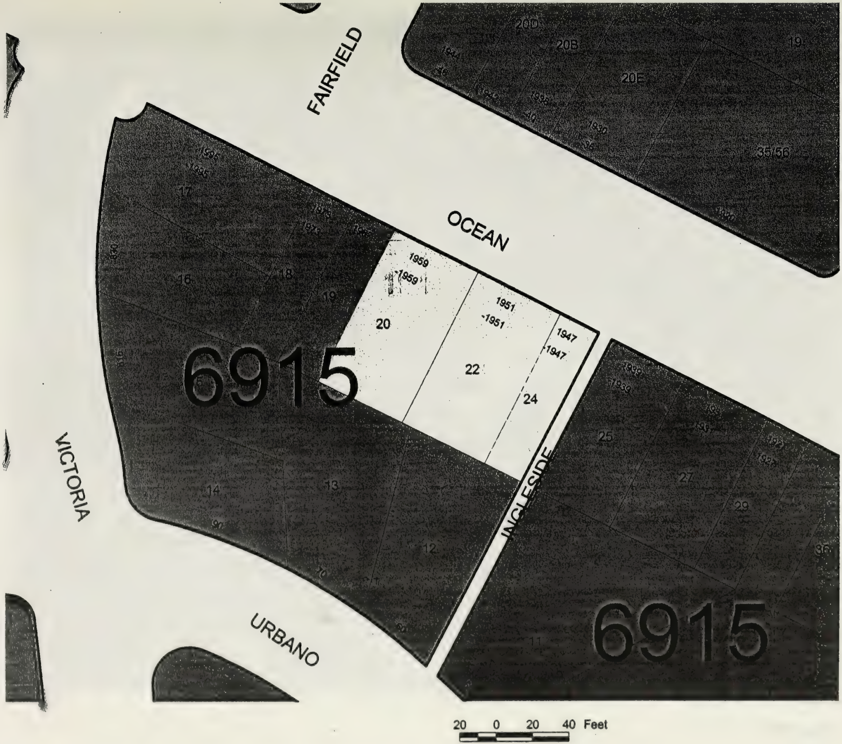
INGLESIDE BRANCH OPTION C

Address: 1945 –1957 Ocean Ave

INGLESIDE BRANCH OPTION C (Continued)
1945 –1957 Ocean Ave

Address:	1945 –1957 Ocean Ave Victoria & Ashton Ave.. Assessors Blk 6915 Lot 20,22,24
Lot Size:	Approximately 10,980 sf (122 x 90 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Single story commercial
Existing Occupants:	Travel agency Marine recruit office Vacant?-Former New Age Electronics Ramallah Hall Furniture Restoration
Comments:	

1945 - 19[illegible] Ocean Ave.



FAIRFIELD
OCEAN
VICTORIA
URBANO
INGLESIDE
6915
6915
20D
20B
20E
19
35/56
17
16
18
19
20
22
24
1959
1959
1951
1951
1947
1947
25
27
29
14
13
12
11
N
W
E
S
20 0 20 40 Feet

Source: Department of
Public Works,
Copyright, 1996.

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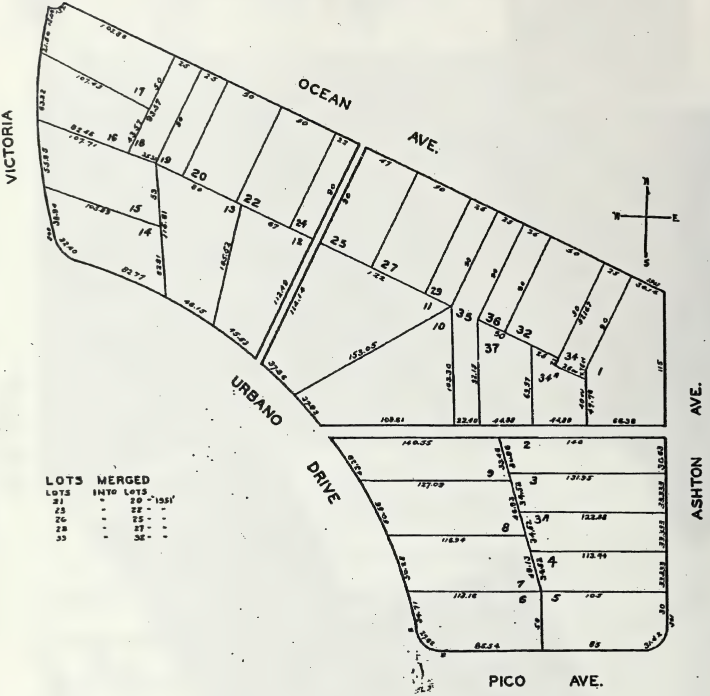
6915

INGLESIDE TER. BLK. 12

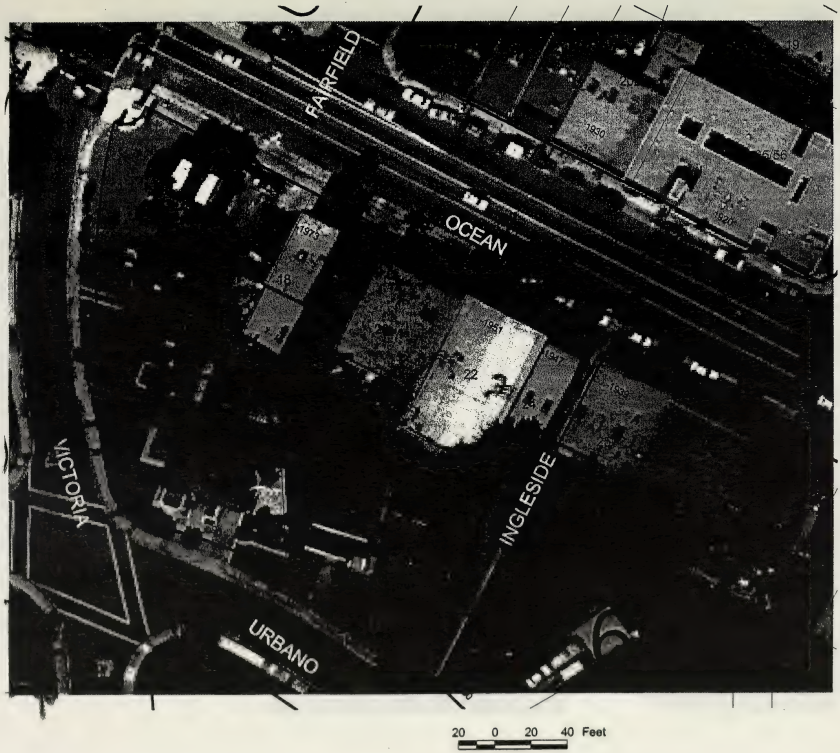
REVISED '59
" '67

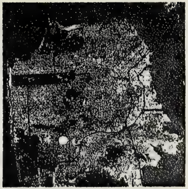

VICTORIA
OCEAN AVE.
URBANO DRIVE
ASHTON AVE.
PICO AVE.
N
S
E
W
1
2
3
3A
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
22
24
25
27
29
32
34
34A
35
36
37
153.65
109.81
140.55
127.09
116.34
113.18
131.35
122.88
113.44
85.54
85
115
30
50

LOTS MERGED

LOTS	INTO LOTS	
21	- 20 -	1951
23	- 22 -	"
26	- 25 -	"
28	- 27 -	"
33	- 32 -	"

1945 - 19[illegible]7 Ocean Ave.


FAIRFIELD
OCEAN
INGLESIDE
URBANO
VICTORIA
19
20
1930
1920
6156
17
1973
18
1951
22
1947
1939
20 0 20 40 Feet



Source: Department of Public Works, Copyright, 1996.

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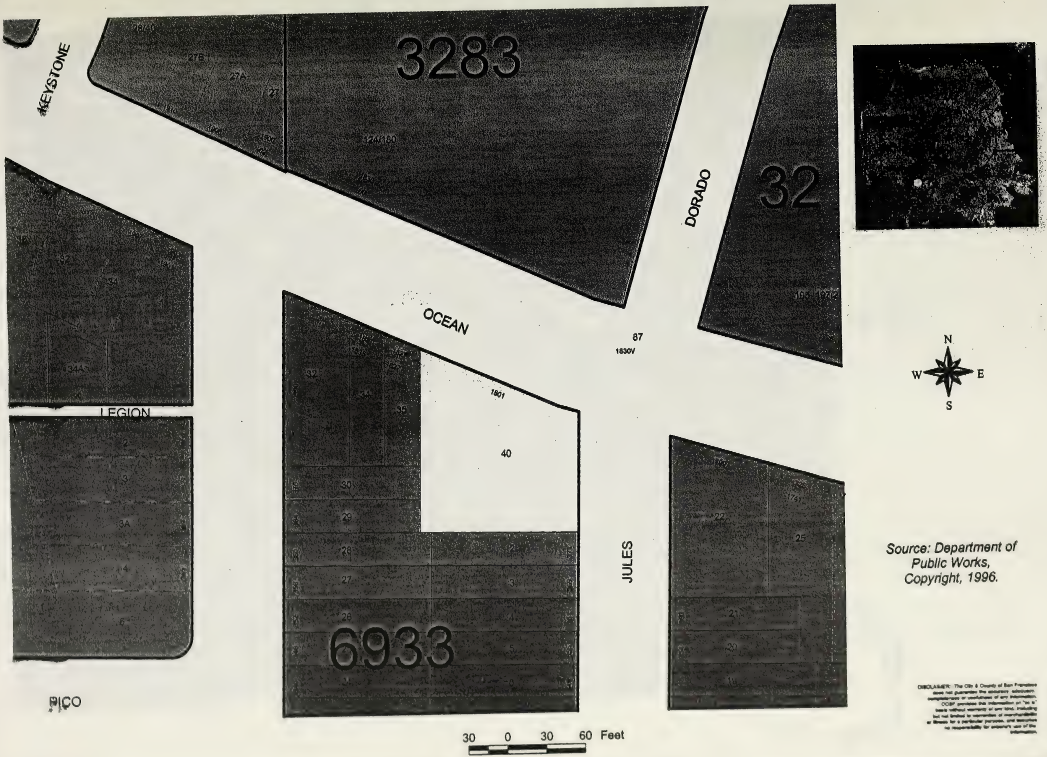
INGLESIDE BRANCH OPTION #D

Address:	1801 –1815 Ocean Ave Southwest Corner of Ashton Ave.. Assessors Blk 6933 Lot 40
Lot Size:	Approximately 14,021 sf (134 x 87.75 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Single story, 5200 sf commercial built 1958
Existing Occupants:	SF Church Assembly
Comments:	Former Red Roof Restaurant

1801 - 18[illegible]5 Ocean Ave.


3283
32
6933
KEYSTONE
OCEAN
DORADO
LEGION
JULES
PICO
27B
27A
27
124/180
195 197/2
87
1830V
1801
40
32
34
35
30
29
28
27
26
2
3
4
5
6
3A
34A
22
25
21
20
19
N
W
E
S
30 0 30 60 Feet

Source: Department of Public Works, Copyright, 1996.

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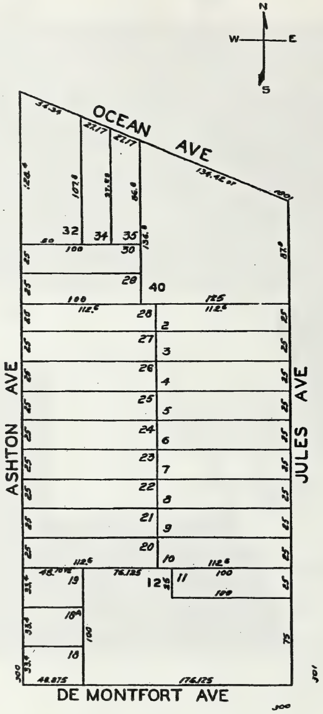
6933

LAKEVIEW BLK.25

REVISED '58
REVISED 1962

LOTS MERGED

LOTS	INTO LOT
38	37 "1946"
33	32 -"1951"
31	32 "1928"
13/14	11/12 "1925"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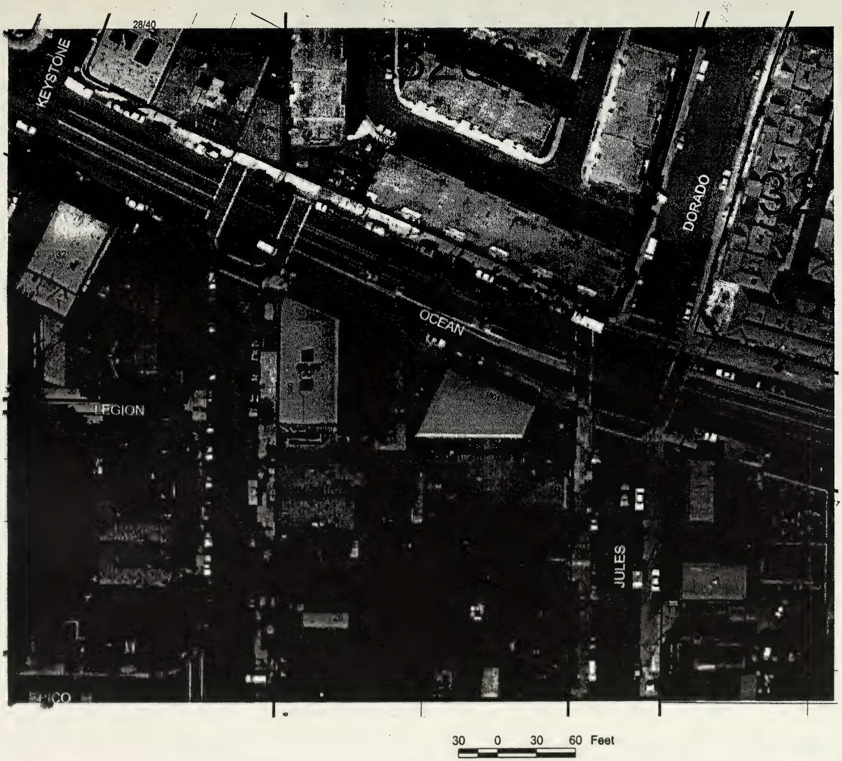
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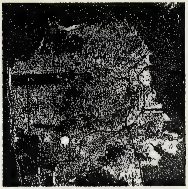

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PUBLIC LIBRARY

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City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 7, 2001

(As amended approved September 4, 2001)

The San Francisco Public Library Commission held its regular meeting. on Tuesday, August 7, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 09PM by Commissioner Steven Coulter The following members were noted present: Commissioners Bautista, Coulter, Streets, and Swig.

The Secretary noted that President Higueras, Vice President Steiman, and Commissioner Chin were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 28, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF June 28, 2001 SPECIAL COMMISSION MEETING

An anonymous member of the public observed that the Minutes were fairly good but noted that the entire meeting had not been recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This individual remarked that that they had identified themselves as "hardly anyone" instead of as an anonymous citizen in response to remarks by a Commissioner. Mr. Peter Warfield found that these Minutes were good in some respects but pointed out a p.8 comment concerning potential toxic substances on some of the sites attributed to him that Mr. Warfield felt would be more accurately reported as his having asked Mr. Dunn a direct question concerning specifically how his Department proposed to respond to this issue.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE JUNE 28, 2001 SPECIAL COMMISSION MEETING

In response to a question by Commissioner Swig, the Commission Secretary proposed to cross check the letter designations for the various site references to make sure each reference referred to the correct site. At the request of Commissioner Coulter, the Commission Secretary noted that the Minutes would be amended to reflect Mr. Warfield's requested change.

MOTION: by Commissioner Bautista, seconded by Commissioner Swig for approval of the June 28, 2001 Minutes as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

Commissioner Coulter announced that the Commission would take up Item # 6 BRANCH SITE SELECTION REPORT at 5:30pm in accordance with an announcement of the meeting which had been distributed to the community.

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF July 3, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF July 3, 2001 REGULARCOMMISSION MEETING

An anonymous member of the public had more serious concerns with these Minutes and repeated his observation that the entire meeting was not recorded on the audio tape nor were public comment summary statements submitted by members of the public posted on the library's website. This individual also observed that a grammatically incorrect comment attributed to the anonymous member of the public in the June 3rd Minutes referring to "digging their own grave" was not what this individual had said and decried it as another example of increasing illiteracy and not explained in such a way as to be understandable. The anonymous member of the public additionally commented on the Commission Secretary's comment that efforts were underway to make possible the posting of Public Comment Summary Statement noting that despite extensive digitization by the Library these documents were still not available. This person additionally noted that a Public Comment statement discussing this person's remarks related to equal treatment as exemplified by an observation that this person might be dragged out in handcuffs if they conducted themselves as the Commissioners did. Additionally this person said that this comment as well as comments related to John Lennon's "bang, bang, Maxwell's Silver Hammer" were omitted from the reported public comment and the point of these observations was misstated in the final sentence. Mr. Peter Warfield said his first page comments should read that there was a lack of "stated objectives" rather than the softer term "focus" on creating more space for books in the new branch library plans. Mr. Warfield also noted that on p.6 he also requested that his comments on the new rules report that "some" rather than all of the new rules were too vague.

Commission comment on AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE JULY 3, 2001 REGULAR COMMISSION MEETING

The Commission Secretary corrected a reference to Commissioner Streets being absent from the July 3rd meeting, noting that she had attended and corrections would be made to accurately reflect her votes at the meeting where they had not been reported.

MOTION: by Bautista and Commissioner Swig for approval of the July 3, 2001 Minutes as amended.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth gave the Commissioners an overview of recent branch library renovation projects; reporting that the Anza Branch, currently closed, had received major electrical and other infrastructure improvements and was expected to re-open in September. Ms. Hildreth also reported that a new roof was being provided for the West Portal Branch as well as that draft electrical design work was underway for both the West Portal and Golden Gate Valley Branches. The City Librarian commented on restoration projects for the windows at the Sunset, Park, and Presidio Branches as well as on the installation of alarms at the Sunset Branch Library. Ms. Hildreth then reported on the air conditioning work at the Chinatown branch as well as efforts to repair leaks there. The City librarian then discussed roof work planned for the Bayview-Wadden Branch that would require that it close from Aug. 20 through Sept. 6 to complete the work.

Ms. Hildreth reported the annual circulation statistics as 5,438,451, pointing out that the most recent numbers reflected a return to the circulation levels experienced in 1996-97 during the first years of both the opening of the new Main Library and the expansion of public service hours under Prop. E (Library Preservation Fund). The City Librarian noted that the current circulation statistics seem to reflect a stabilization of library use at this level. Ms. Hildreth then discussed at some length various improvements in the web catalog noting that many of these improvements were the result of both staff and patron comments. In particular, the City Librarian highlighted several improved search features now available in the web catalog, including quick "keyword" searches, links to newspapers and periodicals, Frequently Asked Questions (FAQ), and improved Boolean Search capabilities through use of the words and , or , not. Ms. Hildreth also noted that book cover page and summary links were available for some searches through the new upgrade. The City Librarian reported that the improved web catalog would be available to the public in mid-August.

Next, the City Librarian announced that after an extensive and competitive search process she had appointed veteran Library staff member Ms. Kathy Lawhun, Chief of the Main Library. The City Librarian then discussed various projects related to recommendations included in the Post Occupancy Evaluation (POE) of the Main Library. Ms. Hildreth noted that she would bring to the Commission for its consideration proposals to address the issues of repairing damaged table surfaces and the proposed re-configuration of the Grove Street entry area. Ms. Hildreth also reported that a request for proposals (RFP) would be issued to address the signage and audio visual systems problems identified in the POE. The City Librarian also mentioned the First Floor Task Force, a staff working group, that had been considering improvements to the first floor areas would be reactivated under Ms. Lawhun's leadership and that various architectural schemes to resolve identified problems would be considered. Ms. Hildreth then discussed her efforts with the Department of Real Estate to identify potential locations for the Library's Tech Services Department noting that, should it be relocated, significant space would become available on the first floor for more public services activities as called for in the POE.

Finally the City Librarian announced that the latest draft of the Library's Strategic Plan was posted on the library website for public review and that a special meeting of the Commission would be scheduled to discuss it and take additional public comment before its adoption.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public expressed interest in the various branch library renovations projects wondering at the sources of funding for these projects and reminding the Commission that the Library's operating funds must be jealously watched. This anonymous member of the public further commented on the reported circulation statistics, criticizing the fact that there was no written report on them and questioning why the Library was only now returning to the levels of circulation reached in previous years. This individual commented that the Commissioners should want to be able to answer these questions. Mr. Peter Warfield was glad to learn about the new circulation statistics but noted he would have preferred to have a written report on them. Mr. Warfield commented that the web version of the online catalog had gone backwards losing features which had been available on the dumb terminals and that the new improvements merely returned services to the level that had been previously available. Mr. Warfield expressed concern at the proposal to relocate Tech Services away from the Main Library, decrying this as removal of a key department when the POE had recommended several other Main Library activities be located elsewhere instead.

Commission comment on Agenda Item #3 CITY LIBRARIAN'S REPORT

In response to questions by Commissioner Streets, the City Librarian described how the various branch library improvements were to be funded and in particular emphasized that every consideration was being given to dovetailing these proposed improvement projects with the planning for the major renovations planned for the branch library bond program. Ms. Hildreth additionally described how the various supplemental appropriations requests funded projects such as the air conditioning project for the Chinatown Branch Library. Ms. Hildreth proposed to report to the Commission concerning how the various budget expenditures outlined in the 2000/2001 Library Budget had been carried out. In response to a question by Commissioner Bautista, the City Librarian discussed in some detail the "good news" in the reported circulation statistics. Ms. Hildreth reported on the favorable impact of the library's making available more audio visual materials, materials in non-English languages, and the long term impact on circulation of both the opening of the new Main Library and the increased public service hours allowed by the adoption of Prop. E (Library Preservation Fund). Commissioner Coulter pointed out that these increased circulation statistics were merely part of the greater picture of significant increases in research visits to the library as well as thousands of web hits visiting and using library resources online. Ms. Hildreth observed that there were more than 800,000 electronic hits on the library's databases and that staff was looking into ways to document both in library use of materials as well as electronic and virtual library use. In addition the City Librarian pointed to the extensive programming offered at both the Main Library and in the branches which were used by thousands of patrons. Ms. Hildreth pointed to the numerous special interest adult and extensive teen and children's programs calling attention to a virtual renaissance of programs offer by the Library since the opening of the new Main Library in 1996. Commissioner Bautista suggested that exhibits such as the "New Main to the New Millennium" be recorded for the library's own archival purposes.

AGENDA ITEM #4BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson reported on ongoing activities in the Bond Program for the Commissioners highlighting three areas: financing, site acquisition, and initial design and engineering. Ms. Thompson noted the June 20th first bond sale of $17.665 million. Ms. Thompson reported that the Board of Supervisors was expected to approve appropriation of these funds before the end of August. The Branch Bond Project Manager reported that they were to be applied to site acquisitions for the Glen Park, Visitacion Valley, Ingleside, and Portola Branch Libraries and the design/engineering costs for the first seven projects: Marina, Noe Valley, Parkside, Richmond, Mission Bay, Visitacion Valley, and the Library Support Center.

Regarding the Mission Bay Branch Library, Ms. Thompson commented on the ongoing discussions with the Redevelopment Agency concerning the 4th and Berry Streets proposed location for an 8,000 sq. ft. facility on a condominium parcel jointly to be shared with a senior housing development. Ms. Thompson reported that discussions with the Redevelopment Agency and the developer of this project were ongoing and that there would be a further report on details of the agreement in September.

Describing Library's efforts to obtain Prop. 14 State Library Construction and Improvement Bond funds to supplement the Branch Library Bond Program; Ms. Thompson discussed in some detail how she proposed to proceed through the initial application process, discussed the selection of a library building consultant, and described the commissioning of "as built" plans for projects in the 1st and 2nd stages of the Branch Bond Program. Ms, Thompson concluded with a discussion of how the proposed Branch Facilities Plan set for a Commission discussion at its September meeting fit into the overall planning efforts for bond program projects.

Public comment on AGENDA ITEM #4

An anonymous member of the public offered a word of caution concerning seeking Prop. 14 State Library Bond funds noting that they were intended to foster strong ties between libraries and educational institutions and that public libraries had a distinct role and served very different purposes and goals from schools. This individual also pointed out that there had been no discussion of Prop. 14 funds in the community meetings where the various branch renovation projects had been discussed.

Commission comment on AGENDA ITEM #4 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Bautista, Ms. Thompson discussed in more detail how the Library was working with the designers for Mercy Housing, the developer of the mixed use Mission Bay project to include the specific design details in the shell facility that the Library would receive. In response to a question by Commissioner Streets, the City Librarian discussed in some detail the funding available for the relocation of the Tech

Services Department. She noted that the funds were available through Prop. A Branch Library Construction and Improvement Bond funds and noted that the POE had strongly recommended that Tech Services be relocated to another location to free maximum space in the 1st Floor of the Main Library for more public service activities. Ms. Hildreth then commented extensively on the importance of obtaining Prop. 14 State Library Bond funds to supplement local branch library bond money in order to have sufficient funds to complete all of the proposed projects. The City Librarian in particular highlighted the importance of these funds for projects such as the expansion and renovation of the Richmond Branch Library, identified as the single most costly project in the entire branch bond program. She noted that it could be the case that the Library might make application for Prop. 14 State Library Bond funds for all of the proposed new construction projects as they seemed more likely to be able to meet the various qualification thresholds expected to be included in the Prop. 14 regulations.

Agenda Item #5 PATRON CONDUCT POLICY

The City Librarian introduced discussion of a revised Patron Conduct Policy, Guidelines for Library Use. Ms. Hildreth introduced Library Security Chief Rachel MacLachlan who discussed in detail library meetings with various interested parties to in particular address concerns which had been raised by Ms. Mizner of the Mayor's Office on Disability. The Library Security Chief described the various changes and clarifications included in the revised draft. Ms. Marti Goddard, Library Access Services Coordinator noted that the revised draft guidelines reflected fully the needs raised in the Americans with Disabilities Act and related laws and that useful discussions with Ms. Mizner had led to valuable revisions in the proposed rules. Ms. MacLachlan emphasized how important it was for both library patrons and staff that the rules be clear and assured the Commissioners that her staff was determined to insure that they were applied fairly and impartially. Ms. MacLachlan noted that she believed that new language included in this revised draft specifically addressed and resolved the concerns that some of the rules might be perceived as insensitive to disabled individuals. The Library Security Chief requested that the Commissioners approve the proposed new rules.

Public comment on Agenda Item #4 PATRON CONDUCT POLICY

Ms. Dauphine Brody, an outreach worker for the St. James Infirmary and a formerly homeless person, expressed her grave concerns that the proposed new guidelines could be selectively enforced. Ms. Brody feared that these rules would be used to criminalize poverty and deprive homeless individuals of use of the library. An anonymous member of the public found the proposed new rules vague and subjective and that these concerns had not been addressed by the revisions. This person cited a story about a semi-literate building doorman attributed to former Library Commissioner Mary Louise Stong, as a reason to eliminate the proposed restrictions on some adult access to children's centers in the libraries. This anonymous member of the public expressed some skepticism that library security would be able to overcome their personal likes and dislikes and enforce the guidelines fairly. Mr.

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Peter Warfield was disappointed with what he found to be little or no changes beyond some cosmetic changes to the proposed new guidelines. Mr. Warfield questioned how these rules would be enforced and again commented on what he found to be overly harsh penalties. Mr. Warfield asked what violations would merit suspension of library privileges and expressed concern that the concerns of the disabled had not been fully addressed in the revisions. Mr. Warfield noted the revised rules remained open to subjective enforcement.

Commission comment on Agenda Item #4

In response to a question by Commissioner Streets, Deputy City Attorney Adine Varah explained why the guidelines were changed to address the issues of harassing and threatening behavior instead of simply forbidding use of profanity, which could raise constitutional questions regarding government regulation of the content of speech. Ms. Varah noted that these guidelines were designed to regulate conduct and were consistent with applicable laws and constitutional requirements. Commissioner Swig noted that it was a really great challenge to create effective rules and that there were always exceptions to the rules that needed to be considered. She found the rules much improved but questioned if they did fully address the concerns raised by Ms. Mizner. Library Security Chief Rachel MacLachlan explained the specific changes and cited the new guideline that encouraged disabled individuals to make their special needs known to staff so that exceptions to these rules could be made to accommodate their special needs. There followed an extensive discussion of these issues among the Commissioners, with Commissioner Coulter pointing out that approval of these rules would require agreement of all four Commissioners present. Commissioner Bautista expressed satisfaction with the revised rules and suggested that they be approved. Commissioner Swig after reviewing the new section cited by Ms. MacLachlan agreed that it did indeed address her concerns and that she was prepared to vote in support of the new guidelines

MOTION: by Commissioner Bautista, seconded by Commissioner Swig for adoption of the new patron conduct rules, Guidelines for Library Use.

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT

The City Librarian introduced Mr. Charlie Dunn of the Department of Administrative Services, Real Estate Division who gave the Commissioners an overview of the preliminary site selection recommendations for a replacement location for the Portola and Ingleside branch Libraries. Mr. Dunn began with a detailed presentation of his recommendations for possible new sites for the Portola branch Library. Mr. Dunn noted that these recommendations had been largely shaped by the comments heard at community meeting held in the neighborhood and from library staff input. Mr. Dunn noted that although the existing branch library location at 2450-60 San Bruno Avenue was not included in the recommendations he requested that the Commissioners authorize him to look into its potential use as well. He reported that it offered the opportunity for an up to 10,000 sq. ft. facility on the site of the existing building and its adjoining small commercial spaces. He noted community concerns with the loss of library services during construction of a replacement facility and worries concerning too much traffic on that corner posing a potential hazard for library users as the reasons that neighborhood residents mentioned for not including that site among the recommendations.

Mr. Dunn identified Site A as 2574 San Bruno Avenue, currently the location of the Boys and Girls Club, as potentially a good location for a joint venture between the Library and the Boys and Girls Club which could benefit both as well as the Community. He expressed confidence that a facility could be built that could contain the potential noise problems associated with a youth recreation facility and accommodate the needs of branch library patrons as well.

Mr. Dunn then identified Site B as 2660-2670 San Bruno Avenue, the location of an existing Round Table Pizza Shop as the next likely location. Existing commercial buildings that could be replaced by a new branch library facility occupied this site he pointed out. He further commented that this location enjoyed some community support.

Ms. Hildreth then discussed a new possible location that had been only very preliminarily discussed, a possible site on the grounds of the Martin Luther King Middle School. The City Librarian stressed that she had only had a brief discussion with the school's Principal Mr., James Taylor concerning possible location of the Portola Branch Library on an unused playground space at the rear of the school property and that no discussions had been held with school district officials so far on this matter. Ms. Hildreth pointed out that choosing to share a site with a school could place this project in the highest priority for funding category under Prop. 14, State Library Construction and Improvement Bond's proposed regulations and could provide substantial benefit for the neighborhood as well.

Public comment on Agenda item#5 BRANCH LIBRARY SITE SELECTION REPORT
(Portola Branch Library)

Ms. Chris Ortiz, member of the Council on Neighborhood Libraries representing the Portola Branch Library, expressed concerns with the Boys and Girls Club location, noting that the club did not serve all of the neighborhood's children. She additionally had concerns that any MOU between the Library and the Boys and Girls Club would have to be very carefully spelled out to protect the rights of library users. Ms. Ortiz was intrigued by the possibility of locating the branch library on the grounds of the Martin Luther King Middle Schools noting that she had some concerns about each of the other proposed sites. Ms. Ortiz noted that the community had spent a very long time without library services and that for the many children and youth in the neighborhood this had been a great hardship. An anonymous member of the public observed that this was a very isolated neighborhood with a particularly great need for a library. This individual also commented that there were very great concerns with any lease back proposal and that there had been an implicit promise in Prop. A that these new branch libraries would be city owned facilities. The anonymous

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member of the public also noted problems inherent in the proposed site B as it was comprised of two lots that could be more expensive to acquire. Mr. Peter Warfield expressed reservations about any proposed shared facilities, noting that they were sure to be more complex and difficult to manage. Mr. Warfield asked what would happen if there was a need to end the relationship with the library? He noted that the Library might have to find a new tenant, and what would be the financial implications should this arrangement not work out. Secondly, Mr. Warfield raised a larger question that had been mentioned by previous speakers concerning replacement facilities for these branch libraries while they were being replaced or undergoing renovation. Mr. Warfield noted that he had heard no promise that there would be substitute library services in place during these projects and he requested that there be a clear commitment made to do so.

Commission comment on Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT (Portola Branch Library)

Commissioner Coulter noted that it would always be his preference that the new libraries be located in city owned facilities. Commissioner Streets agreed that shared facilities could lead to problems and complications. The City Librarian commented that the concept of partnership was worthy of examination and that there were many attractive opportunities for very beneficial relationships particularly regarding the entirely new branch facilities. In response to a question by Commissioner Coulter, the Portola Branch Library Librarian Roz Chang explained that while the current corner location was attractive and highly accessible there were continual concerns with the very heavy traffic in the area posing a serious potential risk for library users. Ms. Chang expressed her appreciation for the valuable contributions that neighborhood residents were making to the search for the new site and noted that this neighborhood both wanted and deserved a new branch library facility.

MOTION: By Commissioner Bautista, seconded by Commissioner Swig to authorize the Department of Administrative Services, Real Estate Division to negotiate and enter into purchase agreements with the property owners of the proposed Portola Branch Library sites and bring its recommendations for the selection of a Portola Branch site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT
(Ingleside branch Library)

Mr. Dunn then discussed in great detail the four potential locations for a replacement for the current Ingleside Branch library. Mr. Dunn noted the first location, Site A was the current location of the branch library in the former Bank of America Building at 1649 Ocean Avenue and was a favorite of many of the neighborhood residents. Mr. Dunn noted that the concern here was if it could be purchased for a fair market price. He noted that the full site would provide more space if fully renovated than the current leased space in the same building.

Mr. Dunn identified Site B as the Sunset Auto facility at 1250 Ocean Avenue, noted that this site could accommodate a 7,000 sq. ft. facility, and noted that this location got the 2nd

The number of members of the public who spoke anonymously at this meeting 1.

highest number of votes at the community meeting held to discuss potential branch library locations. Mr. Dunn reported however that there were concerns with potential toxic substances existing on this auto repair facility site. In response to questions regarding providing parking at the new branch facilities posed by Commissioner Streets, Mr. Dunn replied that this site would provide room for some spaces but as city policy called for "Transit First" providing parking had not been a priority issue in considering potential branch library locations.

Mr. Dunn described Site C as 1945-1957 Ocean Avenue, occupied by Ramallah Hall. He identified Site D as 1801-1815 Ocean Avenue, the Red Roof/Church site, as a potential location with a 14,000-sq. ft. lot. Mr. Dunn noted that there was varying neighborhood support for each of these potential locations, some of which were regarded as blights on the neighborhood which could be eliminated by replacing them with the branch library.

Public comment on Agenda item#5 BRANCH LIBRARY SITE SELECTION REPORT
(Ingleside Branch Library)

Mr. Dan Weaver, Friends of the New Ingleside Library, noted that the existing historic bank of America Building was the overwhelming choice of the neighborhood for the location of the branch library. Mr. Weaver noted that the adjoining storefront could provide space for the library to operate during the period when the main Bank of America Building was being renovated to be the permanent home of the branch library. Mr. Weaver then in turn discussed the pluses and minuses of each of the other potential locations noting opportunities and problems existing with each of them. In particular, he noted the toxic clean up problem at Sunset Auto location and the potential opportunities/problems with the other sites that represented in some ways derelict locations in the neighborhood. Mr. Weaver also urged the Commissioners to consider a design competition that would maximize opportunity for use of natural light and other building enhancements in the new branch library. Mr. Weaver noted that it was important that the community have a substitute library in place should the Bank of America facility be chosen as the permanent site for the Ingleside Branch Library. Mr. Al Lewis noted that he had been a longtime supporter of the Library and that he strongly supported retaining the historic Bank of America building as the location of the Ingleside Branch Library. Mr. Lewis reported that the other proposed locations didn't match up and that several of them were definitely not for sale. Mr. Lewis noted that since the Ingleside Branch had opened in June the community had been very happy with it. He further commented the Library should consider that in two years when the Muni Ocean Avenue transit improvements are finished and amenities such as trees have been installed that this site will be the prime location in the community. Mr. Lewis also formally requested that the Commission authorize the installation of a community bulletin board in the new Ingleside Branch Library as requested by the community. Ms. Regina Blosser, a community activist who had attended many neighborhood meetings about the library, expressed concern that choosing the Bank of America Building could expose the Library to price gouging by the property owner, who she reported had bought the building a short time ago for $700,000 and was now asking that the Library pay millions for the property. Ms. Blosser reminded the Commissioners to remember the hard times and not be taken advantage without considering other less expensive alternatives to the existing facility. An anonymous member of the public noted that this branch was most familiar to the Commissioners as this branch library had been extensively discussed prior to the signing of a 10 year lease to move into the current location. This individual noted that when it had been pointed out that Ocean Avenue was going to undergo an extensive construction program that it had been denied and of course now Ocean Avenue is extensively under reconstruction. This person noted that the character of the neighborhood changes drastically from one end of Ocean Avenue to the other and perhaps the best place for the library would be in the middle. Mr. Peter Warfield asked two questions regarding likely substantial costs to lease temporary space for temporary library sites when the branch library is undergoing construction and regarding what investigations have been done and what costs identified when these questions have been raised.

Commission comment on Agenda item #5 BRANCH LIBRARY SITE SELECTION REPORT (Ingleside Branch Library)

In response to a question by Commissioner Coulter, Mr. Dunn explained in some detail the various processes of review and stages of consideration when Real Estate identifies that there are potentially toxic substances on a property under consideration for purchase. He further responded to commissioner Coulter that undertaking this process significantly increased the costs involved and the amount of time needed to complete a project. The City Librarian discussed at some length the pros and cons of the current location noting that the Library had already made extensive tenant improvements to the property in the course of moving in as the temporary branch library location. She commented that choosing an entirely new building provided the best opportunity to get exactly what the community wanted in a new library facility. In response to a query by Commissioner Bautista, Ms. Hildreth noted that the Library had a 10-year lease on the Bank of America Building.

MOTION: By Commissioner Bautista, seconded by Commissioner Streets to authorize the Department of Administrative Services, Real Estate Division to negotiate and enter into purchase agreements with the property owners of the proposed Ingleside Branch Library sites and bring its recommendations for the selection of a Ingleside Branch site to the Library Commission for its consideration, review, and approval.

ACTION: Aye 4-0 (Bautista, Coulter, Streets, and Swig)

Agenda item # 7 FRIENDS AND FOUNDATION REPORT

None offered

Agenda Item #8 LIBRARY LABOR UNION REPORT

None offered

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Agenda item #8 NEW BUSINESS

Commissioner Bautista called attention to an ad for the New Main to New Millennium Exhibit that had been included in Water Department billing and expressed her appreciation for the Water Department's doing so.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public noted that this person had also received the ad in their water bill as well.

Agenda item #10 PUBLIC COMMENT

Mr. Rodney Taylor of Potrero Hill expressed his enjoyment of the Library and his appreciation for the wide array of services offered and expressed his strong support for the effort by the Library to hire a collection agency to recover lost materials. Mr. Taylor indicated disappointment that the members of the Board of Supervisors had not allowed the Library this option in its efforts to get back overdue items. An anonymous member of the public thanked the previous speaker for his comments, but expressed a wish that he had studied the issue further so that he would better understand the controversy and the good discussion which took place at the Board of Supervisors. The anonymous member of the public called the Commissioners' attention to the fact that some of this individual's writings on library related topics had again been selected for inclusion in a published anthology of "alternative" library literature. This person further noted that this individual's work had been previously chosen three times, a rare accomplishment, for inclusion in published alternative library literature. The anonymous member of the public reported that this literature offer a vibrant discussion of the issues.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Streets that the meeting be adjourned

ACTION: AYE 4-0 (Bautista, Coulter, Streets, and Swig)

The meeting was adjourned at 6:48PM.

Michael Housh, Commission Secretary 9/18/01

The number of members of the public who spoke anonymously at this meeting 1.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Minutes of the Regular Commission Meeting of August 7, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the Regular Commission Meeting of August 7, 2001

Appendix A

*Please insert these materials after "Appendix A" cover page in the Draft Minutes for August 7, 2001.**

The Public Comment Summary Statements included in the Minutes are authorized by San Francisco Administrative Code Section 67.16.

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting: 1

***These materials were received on September 4, 2001.**

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 1:
Approval of the June 28, 2001 Minutes

"I found these minutes fairly good, perhaps because there was very little controversy, or perhaps because I didn't spend very much time with them.

I reiterate my boiler plate objections that the entire meeting is not recorded on the tape and the public summaries are not on the web site.

I should note that the minutes state, the number of members of the public who spoke at this meeting: One.

It was not me. I identified myself as 'hardly anyone' in response to Commissioner Coulter's comment that hardly anyone usually comes to our meetings.

Neither my comment, nor Mr. Coulter's is reported here. So we are equal."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 2:
Approval of the July 3, 2001 Minutes

"I am less enthusiastic with these minutes, perhaps because they are more controversial.

On page one an anonymous citizen refers to 'digging one's own grave.' This should be understandable as written. The objection was to a grammatical error, i.e., 'someone digging their own grave.'

Later there is a reference to the Secretary discussing the acquisition of a scanner for comment summaries. This is important because there has been a major digitization program in this library, but we still can't scan the summaries.

Re public comment section, item ten, I began by wondering, as an example of disparate treatment, whether the commissioners who are eating and drinking would removed in handcuffs, as I would be. That comment and the reference to Maxwell's Silver Hammer are deleted.

But there is no recognition of the point. The point is the opposite of what is stated, that good people think they are aristocrats."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 3:
City Librarian's Report

"Re the report on branch renovations, I am concerned that we did not receive a report on what money is being used. In the face of Proposition A money for renovation, a reasonable question may be raised as to why we are using precious operating funds for renovation.

Also, the report on year-end circulation figures is not in writing, with enough detail to understand the reason for the increase to the level of four years ago. Of equal interest is why we dropped in the interim. Any management team would want to have an answer to these questions for its governing board. Not only are we not able to answer those questions, apparently we don't even have the report itself in writing.

With respect to the web catalog, again I wish we had such a report in writing, especially since failures of the web catalog have been widely noted."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 4:
Branch Library Bond Program Report

"I have just a word of caution about the Proposition 14 issue. Many entities are eager to give the public library money for their own purposes. Proposition 14 may be a wonderful source of funds, but there are plenty of reasons why we should look at it closely. Proposition 14 money is for construction that serves a partnership between an educational institution and the library.

The context is that we have a history of local and state entities attempting to fulfill their obligations by saving their money and diverting people to the public library, despite the widely distinct goals. It some circumstances this may not be positive.

At the planning meeting for the Richmond Branch, not one word was said to the public about what was planned for their branch. Perhaps we are relying on you to ask the right questions, about what is planned for a sharing role with an educational institution."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 5:
Patron Conduct Policy

"I find these rules unsuitably vague and subjective. I said that the last time, and I don't find that my concern has been addressed.

We are assured that these rules can be enforced selectively. I don't think that is very reassuring.

Let me focus on one example regarding restricting use of children's areas. Years ago, Commissioner Mary Louise Stong addressed a similar provision by describing a situation that was important to her. She constantly encouraged a doorman in her building to use the children's room and check out children's books that would be helpful. She was concerned about his embarrassment if someone challenged him doing that. Ms. Stong was eloquent and persuasive enough to get a similar provision removed.

The securities forces tell us they will be sensitive and selective. What that translates into is the application of their personal prejudices to enforcement. I personally don't find that reassuring."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 7, 2001

Item 6(a):
Branch Library Site Selection Report (Portola Branch)

"This is a neighborhood which is particularly isolated, even compared to other San Francisco neighborhoods, and therefore is in particular need of a library.

I have only two brief concerns. One is whether the 'lease back' situation being proposed addresses the voters' will in voting for this bond issue. The library went to the voters and said that rental branches should be replaced with branches owned by the library. To encumber that ownership with a 'lease back' to another institution may or may not be in conformance with the voters' will. It is, at the very least, a delicate question.

With respect to site 'B,' I am concerned that no one has pointed out that this represents the conversion of two lots to one."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 6(b):
Branch Library Site Selection Report (Ingleside)

"This branch should be familiar to the commissioners. It has only been a very short time that the new branch has been in its new location. There were extensive discussions regarding that move in the Spring of this year.

During those discussions a member of the public – not myself – raised a concern about the impact any potential for reconstruction of the trolley tracks would have on the patrons. At that time you were assured that there was no possibility of such trolley reconstruction. You will be happy to learn that Ocean Avenue is now torn up with just such a MUNI project.

Also, no one has remarked on the disparity in the character of the two ends of this street. On the West end it is residential almost to the point of being bucolic. The other end is barren and one almost feels he is on the freeway."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

Item 9:
New Business

"I believe Ms. Bautista had a question: Did anyone else get that flyer in his water bill?

To answer Ms. Bautista's question; Yes, I got that in my water bill.

I don't know if it is 'our flyer.' You may have to look at it more closely regarding what 'our' means. But I did get that with my water bill."

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, August 7, 2001

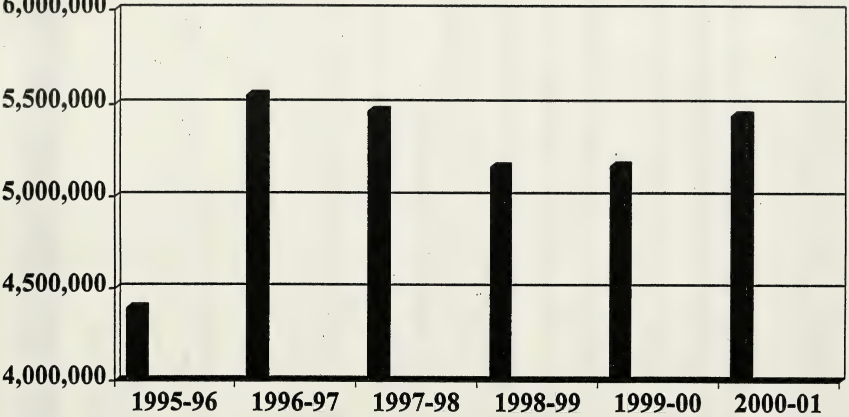
Item 10:
Public Comment

"I want thank the previous speaker. It is interesting that he heard that debate about library policies on TV. I participated in that fascinating debate that raised a lot of very deep concerns among the Supervisors. That debate took place in front of the Board of Supervisors and not here. In general, controversy and public debate is not as scary as you think.

It has been announced that for the third time some of my writing has been selected for a national anthology published every two years called, 'The Best of Alternative Library Literature." In this case, 'alternative' means progressive, left-wing, and people-oriented concerns from outside the establishment. The editors are active in intellectual freedom issues and public access issues with the American Library Association.

One might assume that there was in San Francisco a vibrant and vital discussion of library issues. It certainly does not include the library commission."

San Francisco Public Library Circulation 1995-2001



1995-96	1996-97	1997-98	1998-99	1999-00	2000-01
4,393,162	5,547,488	5,462,172	5,160,364	5,166,843	5,438,451

Patron Conduct Policy

Policy #201

Section: Library Services
Adopted: Dec '90
Revised

It is the policy of the San Francisco Public Library Commission that the following activities are PROHIBITED in the Library:

1. Smoking,
2. Sleeping;
3. Eating or drinking;
4. Disturbing or annoying another person by loud/or unreasonable noise
5. Obstructing, molesting, or interfere with any person's comfort or use of the library;
6. Fighting or challenging to fight, or using offensive words inherently likely to provoke violence;
7. Willfully or lewdly exposing one's private parts;
8. Ingesting alcohol or entering the library under the influence of intoxicating liquor in such condition that one is unable to exercise care for one's own safety or the safety of others;
9. Maliciously cutting, tearing, defacing, breaking, or injuring and book or library property;
10. Leaving children under the age of 6 unattended by a parent, guardian, or other authorized person;
11. Soliciting or engaging in any act of prostitution including lewd acts between persons;
12. Begging;
13. Peddling goods, wares, or merchandise, or any article, material or substance;
14. Bringing animals into the library, except guide dogs for the blind or deaf;

Persons who commit prohibited acts may be subject to arrest or excluded from the library.

All patrons must leave the library premises at closing time. Escorts, rides, etc are the sole responsibility of the patron or parent, guardian, or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain in the library after closing time, may be referred to the local police in order to insure their safety.

These rules have been formulated with the cooperation of the San Francisco City Attorney's Office.

7/31/01 - REVISED DRAFT FOR LIBRARY COMMISSION REVIEW AND CONSIDERATION DURING THE AUGUST 7, 2001 COMMISSION MEETING

Revisions to draft guidelines circulated and discussed at the July 3, 2001 Library Commission meeting are marked below. Please note: these guidelines may be subject to further revision.

DRAFT

GUIDELINES FOR LIBRARY USE

PURPOSE

The San Francisco Public Library ("Library") seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services ("users") must comply with the following Guidelines for Library use:

TO ENSURE THE SAFETY OF ALL USERS:

Children under the age of 8 must be accompanied at all times by a parent, guardian, or other responsible person.

The City Librarian may restrict adult use of Children's areas in order to ensure the adequate protection of the Library facilities and of persons and property therein.

~~Appropriate attire, including s~~Shirts and shoes or other footwear~~, is~~ are required.

Persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.

Smoking is not permitted inside Library facilities or within 10 feet of any door.

People, animals or property must not block aisles, doorways, stairways, elevators ~~and~~ or ramps. Large objects such as carts, bicycles and luggage may not be brought into Library facilities. Personal property must be within sight of the owner.

Weapons of any kind are prohibited on Library property.

Animals, other than service animals assisting persons with disabilities, are not permitted inside Library facilities or within 10 feet of any door.

Persons who remain at Library facilities after closing, and who need assistance to return home may be referred to the police in order to ensure their safety.

Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.

Sleeping or lying on the floor or furniture is prohibited.

Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library users.

TO ENSURE ACCESS TO LIBRARY SERVICES FOR ALL USERS THE FOLLOWING ARE PROHIBITED ON LIBRARY PROPERTY:

Eating or drinking, except in designated areas. Water bottles, covered beverage containers, and foodstuff must be kept out of sight.

~~Strong, pervasive odors.~~

Vandalizing or abusing Library materials, equipment, or facilities.

~~Begging, s~~Soliciting money, donations or signatures.

Selling merchandise without prior permission from the City Librarian.

Media or commercial photography or filming, without prior permission from the City Librarian.

Unreasonable ~~or excessive~~ use of rest rooms, including laundering and bathing.

Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas.

Any activity that unreasonably interferes with ~~a person's~~Library user or staff comfort, safety, ~~or~~ use or quiet and peaceful enjoyment of the Library, including but not limited to:

> Harassing or threatening Library users or staff.
>
> ~~Approaching library users in a manner that could disturb them.~~
>
> Staring at, following, or photographing ~~others~~Library users or staff.
>
> Strong, pervasive odors, including odors caused by perfume or cologne.
> ~~Using slurs or profanity.~~
>
> Making any loud or unreasonable noise or other disturbance, including disruptive~~inappropriate~~ use of personal communications or entertainment devices.

Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. ~~Persons who~~Illegal activity, as well as any willful or repeated violations of -these~~fail to follow these~~ gGuidelines or other posted Library regulations (e.g. computer use rules) may result in~~be~~ removal~~ed~~ from the facility~~,~~ and/or ~~have their~~suspension of Library privileges~~ suspended,~~. ~~and/or be arrested.~~ In addition, where authorized by Federal, State or local law, violations of these Guidelines may also result in arrest.

Library users who wish to request a reasonable modification of these Guidelines because of a disability or health problem may contact Library staff or may call the Library's Access Service Manager at 415-557-4557.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES~~ETC~~. –IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

X-Originating-IP: [12.81.66.133]
From: "Carol High" [redacted]
To: mhoush@sfpl.lib.ca.us
Cc: shildreth@sfpl.lib.ca.us, dcorbeil@sfpl.lib.ca.us
Bcc:
Subject: Portola branch library
Date: Fri, 03 Aug 2001 08:56:13 -0700
X-OriginalArrivalTime: 03 Aug 2001 15:56:14.0033 (UTC) FILETIME=[D29AEC10:01C11C34]

Michael,

Just want to pass along some feedback about the search for a permanent site for the Portola branch library, especially since I cannot attend the August 7th meeting. First of all, I want you to know that I have lived in the Portola area for over 10 ye ars and am a frequent visitor to the library, along with my 7-year-old daughter. I feel that we have a wonderful staff at Portola, they are always helpful, have interesting programs and seem to want to contribute to the community.

That said, I have thought long and hard about the best permanent location for the Portola branch and, like Roz Chang, I feel that each choice has pluses and minuses and here is why.

--The current location has visibility, but it can be scary just making it to their front door. The parking at the north end of San Bruno Avenue is very difficult and with cars coming off/going onto the freeway, the location is dangerous.

--I do like the idea of a shared space with the Boys and Girls Club, but it would only work with 100% commitment on both sides and an absolute desire to make it work. Hopefully, it would also bring more neighborhood kids into the Club, wh ich is not currently the case. This location is also very close to the local middle school.

--The commercial spaces to the south, closer to Bacon street, would be fine, as long as you DO NOT TOUCH the Lido Bakery. (Your flyer mistakenly includes the Lido Bakery space at 2684 San Bruno Avenue). I believe this includes a coffee shop, a hair salon and Round Table Pizza. One reason I do not like this location is that if we lose the coffee shop, we would be left with only one breakfast coffee shop on the avenue. Finally, this location would be preferable ONLY IF it would give the Portola library greater square footage than the Boys/Girls Club idea.

In summary, the most important factors to me are safety and maximum square footage.
Please forward this e-mail along to the library commissioners in advance of the August 7th meeting. Thank you for your assistance.

Carol High

Get your FREE download of MSN Explorer at http://explorer.msn.com

Subject: Help Select Your New Library Site
Date: Thu, 19 Jul 2001 15:27:23 -0700
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
X-MIMEOLE: Produced By Microsoft Exchange V6.0.4417.0
Thread-Topic: Help Select Your New Library Site
Thread-Index: AcEQoIMnST6M+3xYEdWHBQDgKW5iQw==
From: "Kutler, Roz" <kutler@plsinfo.org>
To: <dcorbeil@sfpl.org>

Thursday, July 19, 2001

Dear President Charles A. Higueras, Vice President Carol Steiman and Commissioners Helen Marte Bautista, Lonnie K. Chin, Steven A. Coulter, A.I.A., Fran A. Streets, Darian W. Swig:

I learned about the upcoming July 25th meeting to prioritize potential sites for new branch libraries at the San Francisco Organizing Project Portola neighborhood meeting last night. As I am unable to attend the meeting, and as I care about this matter deeply, I hope that you will consider this letter along with other feedback from Portola neighborhood residents.

As a resident of the Portola (and a public librarian), I would like to voice my strong opinion that the Boys & Girls Club would be a very poor choice for the Portola Branch Library location. I have experience rotating to staff a branch library located right next to an elementary school, and there are endless problems with loitering and parents treating the library as a daycare center for young children. I do not feel that older adults (the other largest group of library users in my community) would feel welcome using the library at that location adjoining the Boys and Girls Club.

I would support either of the other locations (the existing site or the commercial properties at 2662 ▯ 2684 San Bruno Avenue). I think it preferable to purchase a property (rather than lease one) if that is an option.

Thank you for your attention to this letter, and for your careful consideration of this matter. I look forward to hearing your response.

Sincerely,

Rosalind M. Kutler, MLIS
Portola Resident
561 Brussels Street
San Francisco, CA 94134
415/656-1999

Rosalind M. Kutler, Reference Librarian Redwood City Public Library
Information Services 1044 Middlefield Road
Redwood City, CA 94063-1815
Phone: 650/780-7059
Fax: 650/780-7069
Email: kutler@plsinfo.org
http://www.redwoodcity.org/library/rcpl.html

SAN FRANCISO LIBRARY COMMISSION

August 7, 2001

POTENTIAL NEW BRANCH LIBRARY SITES
For
PORTOLA AND INGLESIDE

Prepared by:

Charles Dunn
Principal Real Property Officer
Real Estate Division

Jorge Alfaro
Project Architect
Bureau of Architecture

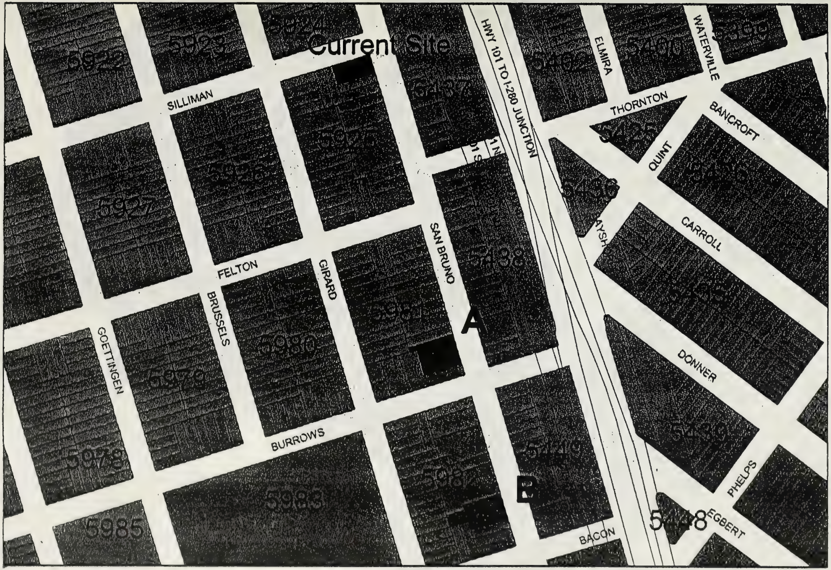
City and County of San Francisco

PORTOLA BRANCH

Potential Acquisition sites are located at:

- A. 2574 San Bruno Ave. (Boys & Girls Club)
- B. 2660 - 2670 San Bruno Ave. (Round Table)

Portola Library Index Map


Current Site
A
B
HWY 101 TO I-280 JUNCTION
SILLIMAN
FELTON
BURROWS
GIRARD
SAN BRUNO
BRUSSELS
GOETTINGEN
BACON
ELMIRA
WATERVILLE
THORNTON
BANCROFT
QUINT
CARROLL
DONNER
PHELPS
EGBERT
AYSH
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5439
5448

■ Current Site
■ Option "A"
■ Option "B"

0 200 400 Feet

Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 2, 2001
DPW/Geographic Data Services

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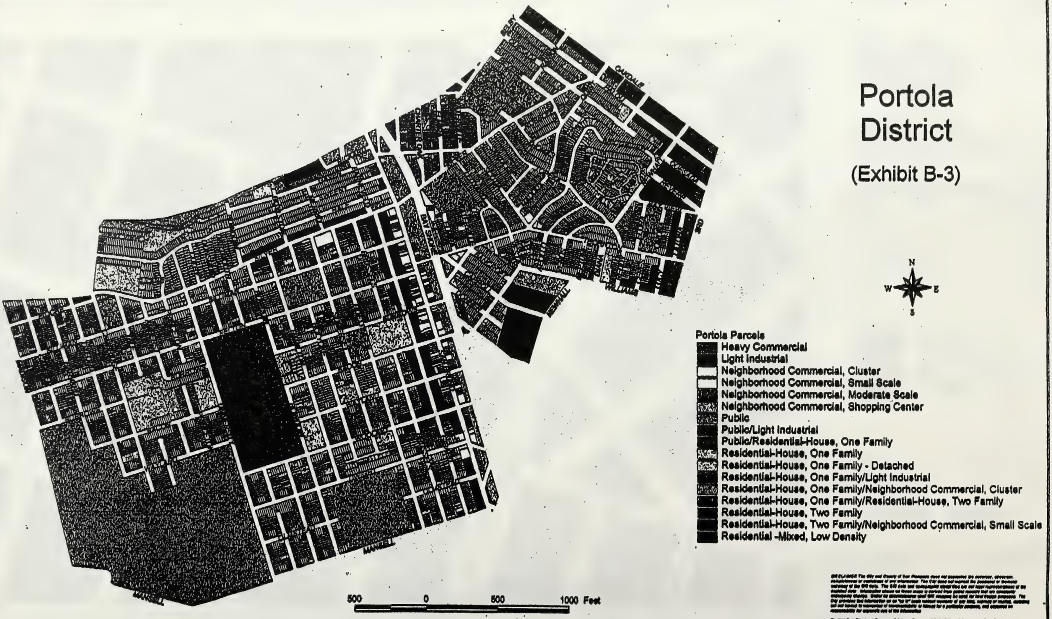
Portola District

(Exhibit B-3)


SELBY
OAKDALE
CHARTER OAK
BAY SHORE
WILLIAMS
3RD
MANSELL
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Portola Parcels
Heavy Commercial
Light Industrial
Neighborhood Commercial, Cluster
Neighborhood Commercial, Small Scale
Neighborhood Commercial, Moderate Scale
Neighborhood Commercial, Shopping Center
Public
Public/Light Industrial
Public/Residential-House, One Family
Residential-House, One Family
Residential-House, One Family - Detached
Residential-House, One Family/Light Industrial
Residential-House, One Family/Neighborhood Commercial, Cluster
Residential-House, One Family/Residential-House, Two Family
Residential-House, Two Family
Residential-House, Two Family/Neighborhood Commercial, Small Scale
Residential -Mixed, Low Density
500
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500
1000 Feet

PORTOLA BRANCH OPTION #A .

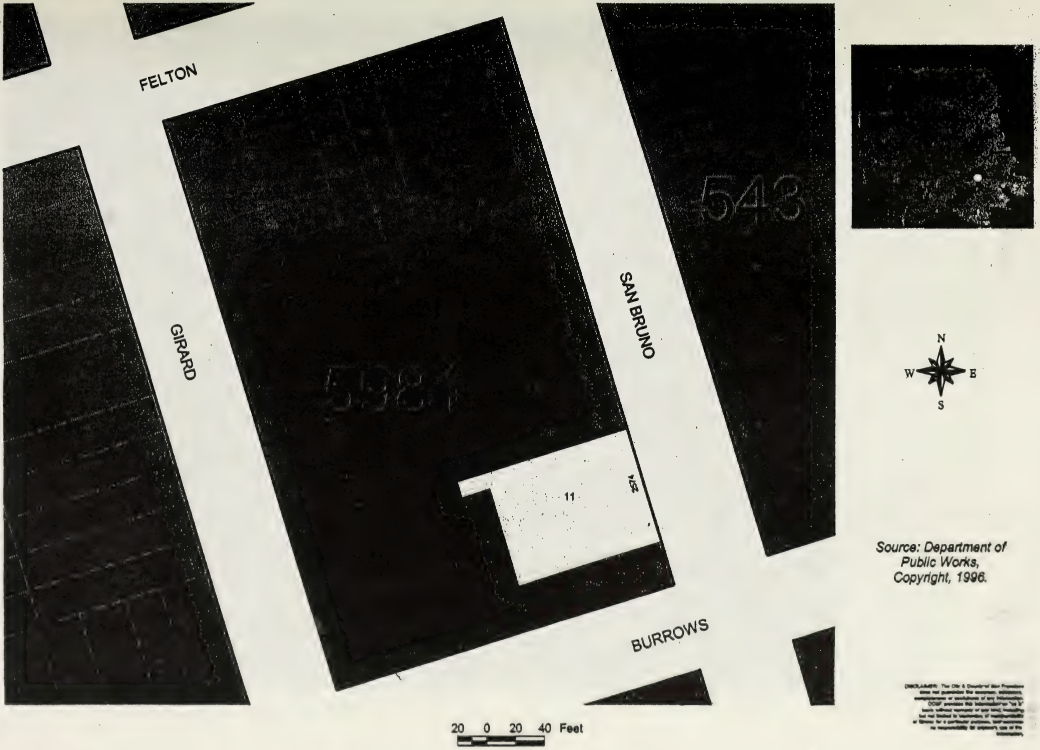
Address:	2574 San Bruno Ave. Between Felton and Burrows Sts. Assessors Blk 5981 Lot 11
Lot Size:	8120 sf (79 x 100 irregular)
Existing Zoning:	NC-2 Small Neighborhood Commercial
Existing Improvements:	Single Story, built 1949
Existing Occupants:	The Boys and Girls Club of San Francisco

2574 San Bruno Ave

Comments:

The Boys and Girls Club would be willing to consider a sale leaseback, joint venture or other creatively structured transaction which would allow for the library to occupy the ground floor, or the ground and one-half of the second floor, and the Boys and Girls Club to occupy the second floor or remainder of the second floor and the third floor. One possible transaction structure would have the City won and build the building and the Boys and Girls Club lease their space for, say, 10 years. The Boys and Girls club is moving away from the "gym and swim" approach and would reportedly be using the property for compatible and cooperative uses. Attached is an Architect's schematic of how a Library and Boys and Girls Club might layout.

2574 San Bruno Ave.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Source: Department of
Public Works,
Copyright, 1996.

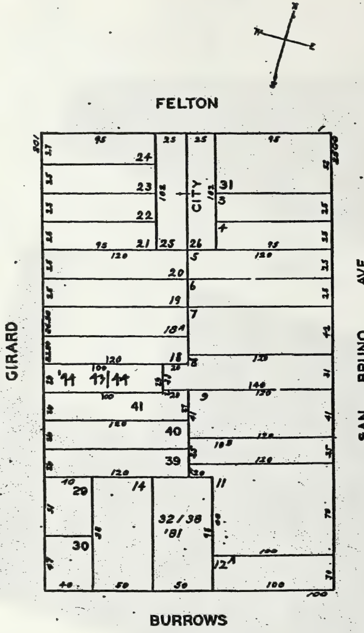
5981 55

LOTS MERGED

lots 10/10A into lot 9. 1958.
" 10B/12 " " 11 1958
13 32/38 '81

UNIV. MOUND TR SURV BLK 3

REVISED '58
REVISED '59
" '63
" '81
" '91
" '92
" '99


FELTON
GIRARD
SAN BRUNO AVE.
BURROWS
CITY
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39
10B
29
14
32/38
'81
11
30
12A
95
120
100
140
40
50

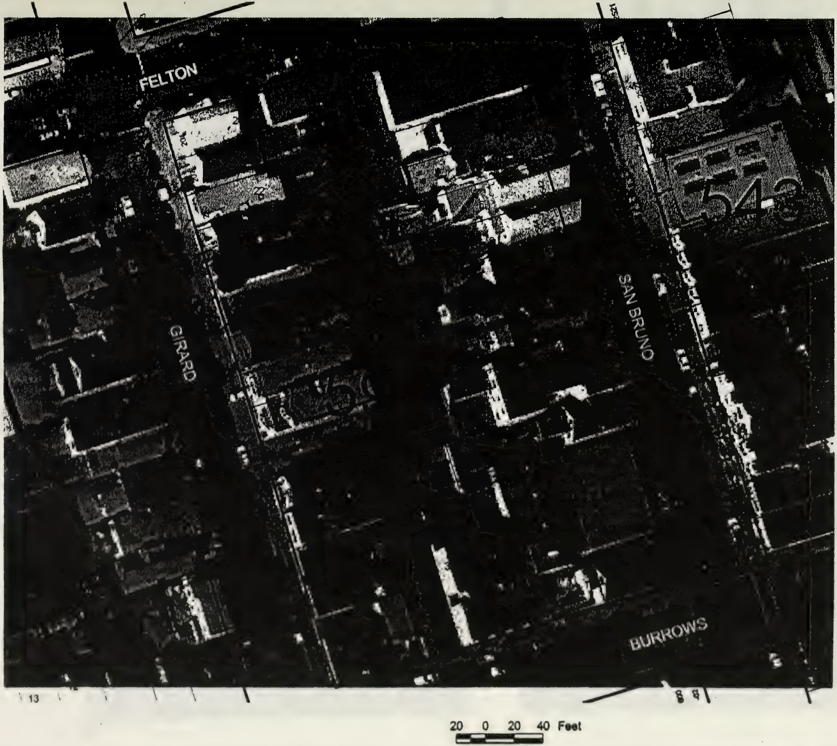
120 BURROWS ST.
A CONDOMINIUM

LOT NO.	UNIT NO.	% COMMON AREA
32	1-A	23.68
33	101	14.46
34	102	12.30
35	103	11.40
36	201	14.46
37	202	12.30
38	203	11.40

251 GIRARD ST.
A CONDOMINIUM

LOT	UNIT	% COMM. AREA
43	101	63.07
44	201	36.93

2574 San Bruno Ave.


FELTON
GIRARD
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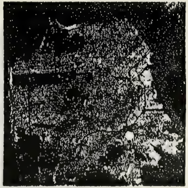


Source: Department of Public Works, Copyright, 1996.

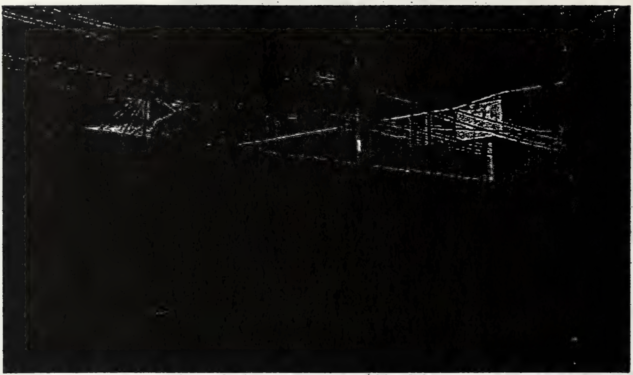
PORTOLA BRANCH OPTION #B.

Address: 2660 – 2670 San Bruno Ave.

PORTOLA BRANCH OPTION #B (Continued).

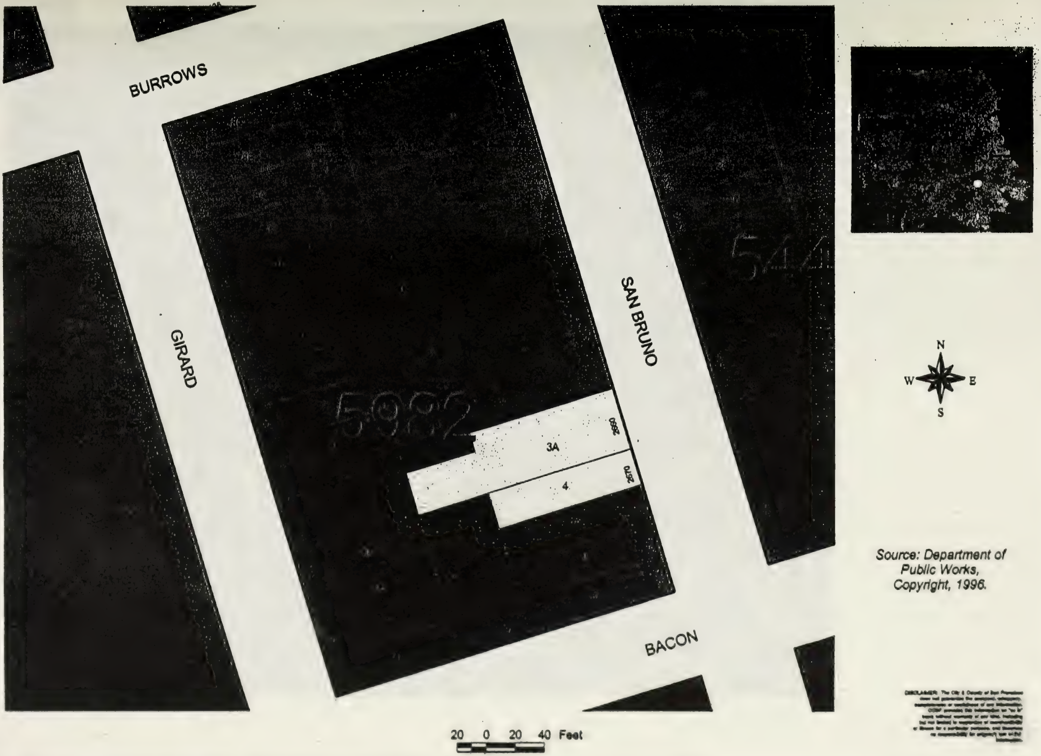
2660 – 2670 San Bruno Ave.

	Between Burrows St. & Bacon St. Assessor's Blk 5982, lots 3a, 4
Lot Size:	Approx. 8,175 sf (67 x 100 irregular)
Existing Zoning:	NC-2 Small Neighborhood Commercial
Existing Improvements:	Single Story Commercial, built 1928, Two story Commercial built 1946
Existing Occupants:	Smart Printing San Bruno Hair Salon Round Table Pizza S R Martin College Preparatory School
Comments:	Located 1 block east of Dr. Martin Luther King Jr. Middle School.



View of all 3 adjacent retail buildings

2660 - 26[illegible]0 San Bruno Ave.


BURROWS
GIRARD
SAN BRUNO
BACON
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2660
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20 0 20 40 Feet

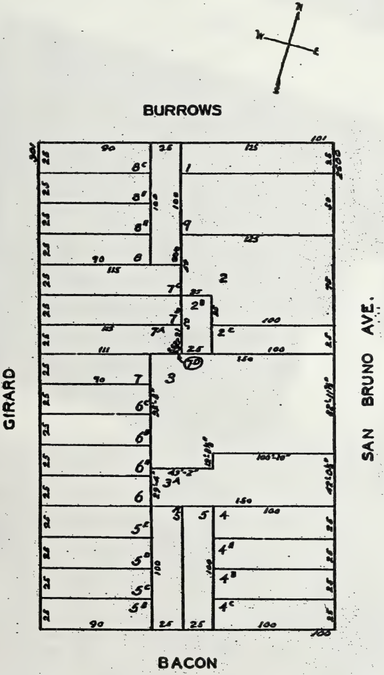
Source: Department of
Public Works,
Copyright, 1996.

LOTS MERGED
9A INTO LOTS 1A & 9 - 7741
1A & 2A " " 2 - 7855
FROM PRIVATE INTO S.S.A. - 1989

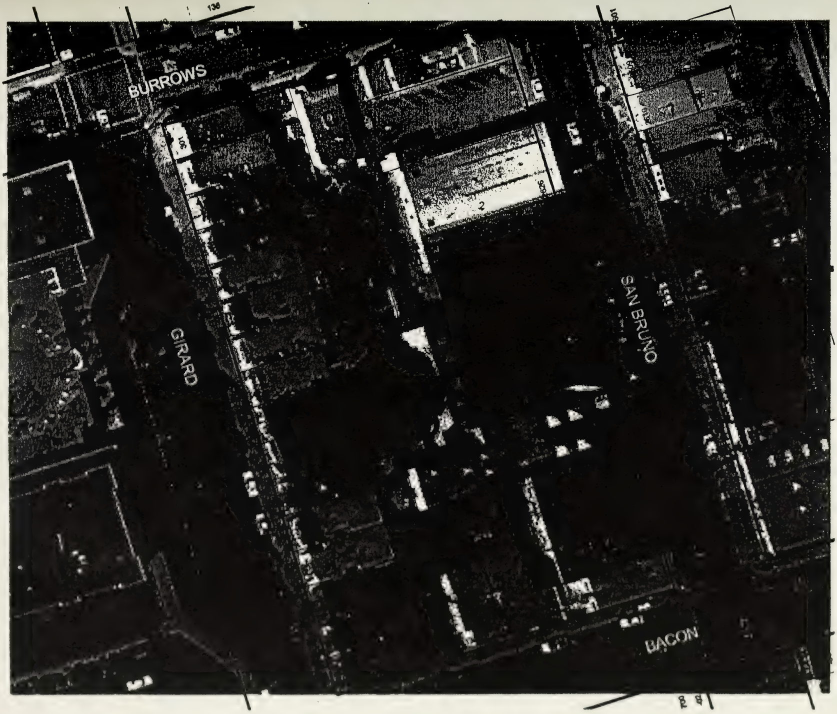
5982

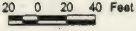
UNIV MD TRACT SUR
BLK 4

Revised 1989


N
W
E
BURROWS
GIRARD
SAN BRUNO AVE.
BACON
1
2
2B
2C
3
3A
4
4A
4B
4C
5
5B
5C
5D
5E
6
6A
6B
6C
7
7A
7C
8
8A
8B
8C
9
7D

2660 - 2670 San Bruno Ave.


136
BURROWS
301
GIRARD
2
SAN BRUNO
BACON


20
0
20
40
Feet

Source: Department of Public Works, Copyright, 1996.

DISCLAIMER: The City & County of San Francisco [illegible]

INGLESIDE BRANCH

Potential acquisition sites are:

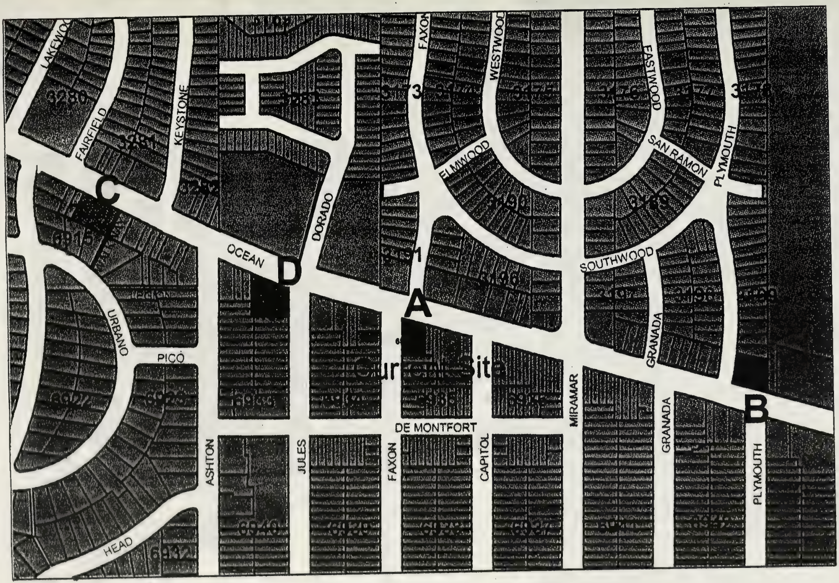
A. 1649 Ocean Ave. (Existing leased Library location)

B. 1250 Ocean Ave. (Sunset Auto)

C. 1945 –1957 Ocean Ave (Ramallah Hall)

D. 1801- 1815 Ocean Ave. (Church/ Red Roof)

Ingleside Library Index Map


LAKEWOOD
FAIRFIELD
KEYSTONE
FAXON
WESTWOOD
EASTWOOD
PLYMOUTH
SAN RAMON
ELMWOOD
SOUTHWOOD
GRANADA
DORADO
OCEAN
C
D
A
B
Current Site
URBANO
PICO
HEAD
ASHTON
JULES
DE MONTFORT
CAPITOL
MIRAMAR
3280
3281
3282
3173
3190
3196
6915
6932

Current Site Option "A"

Option "B"
Option "C"
Option "D"

0 100 200 300 400 Feet

Source: DPW/Geographic Data Services

Prepared: Mihaly Arato; August 1, 2001
DPW/Geographic Data Services

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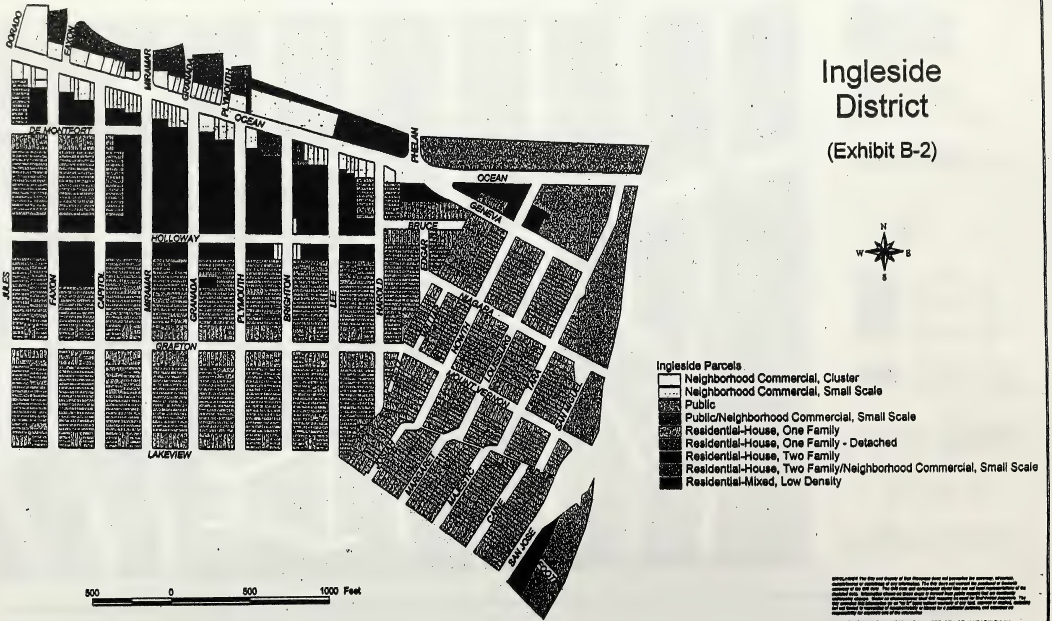
Ingleside District

(Exhibit B-2)


DORADO
FAXON
MIRAMAR
GRANADA
PLYMOUTH
OCEAN
DE MONTFORT
PHELAN
OCEAN
GENEVA
BRUCE
HOLLOWAY
EDGAR
JULES
FAXON
CAPITOL
MIRAMAR
GRANADA
PLYMOUTH
BRIGHTON
LEE
HAROLD
NIAGARA
HOWTH
LOUISBURG
TARA
SAN MIGUEL
MOUNT VERNON
GRAFTON
LAKEVIEW
MARGARET
MAJESTIC
CAINE
SAN JOSE
FOOTE
N
W
E
S
Ingleside Parcels
Neighborhood Commercial, Cluster
Neighborhood Commercial, Small Scale
Public
Public/Neighborhood Commercial, Small Scale
Residential-House, One Family
Residential-House, One Family - Detached
Residential-House, Two Family
Residential-House, Two Family/Neighborhood Commercial, Small Scale
Residential-Mixed, Low Density
500
0
500
1000 Feet

INGLESIDE BRANCH OPTION #A

Address: 1637-1649 Ocean Ave
Southeast corner of Faxon Ave..
Assessors Blk 6935 Lot 27

Lot Size: Approximately 7,865 sf (75 x 94.75 irregular)

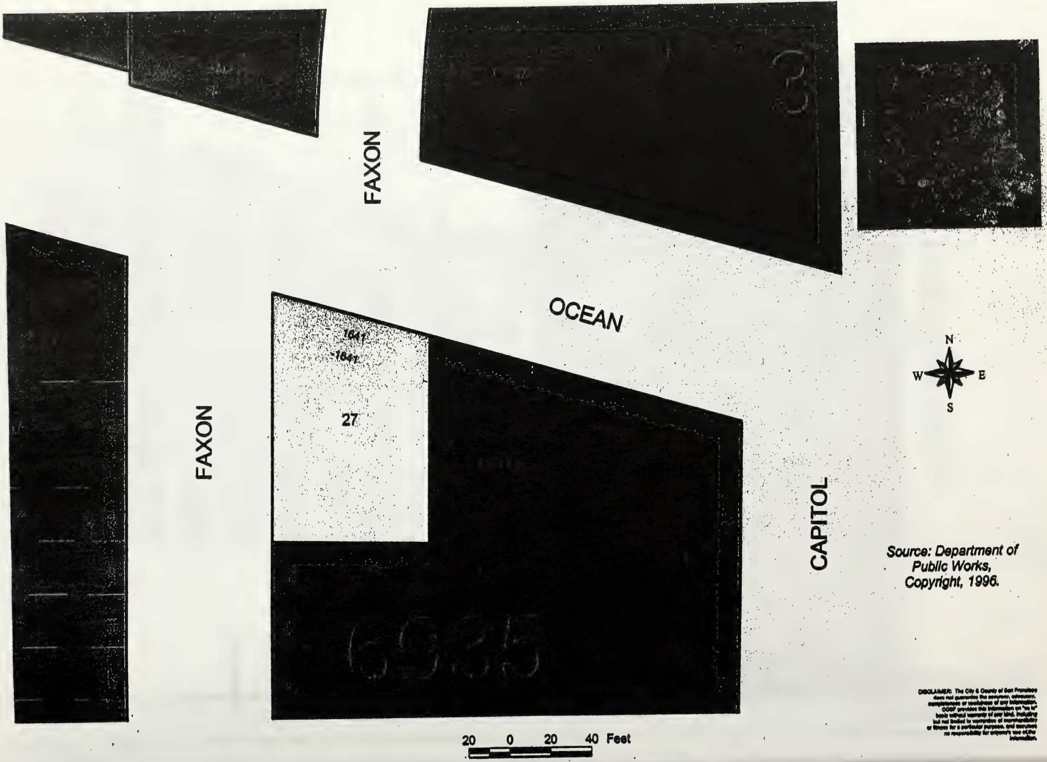
Existing Zoning: NC-2

Existing Improvements: Existing Library Leased Location
For Lease
ATM

Comments: Potentially Architecturally Significant

Substantial costs to lease another temp library site during construction/renovation, if required.

1649 Ocean Ave.


3
FAXON
FAXON
OCEAN
1641
-1641
27
6935
CAPITOL
N
W
E
S
20 0 20 40 Feet

Source: Department of Public Works, Copyright, 1996.

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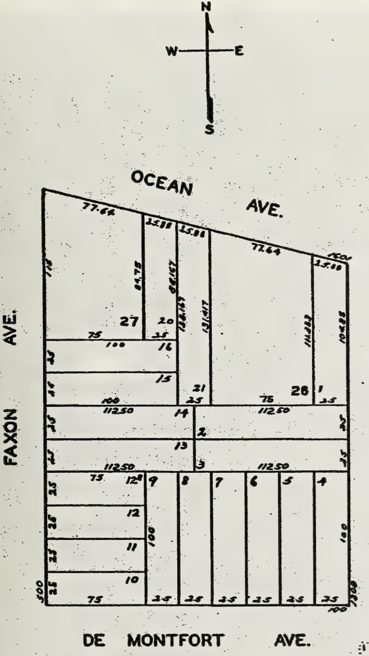
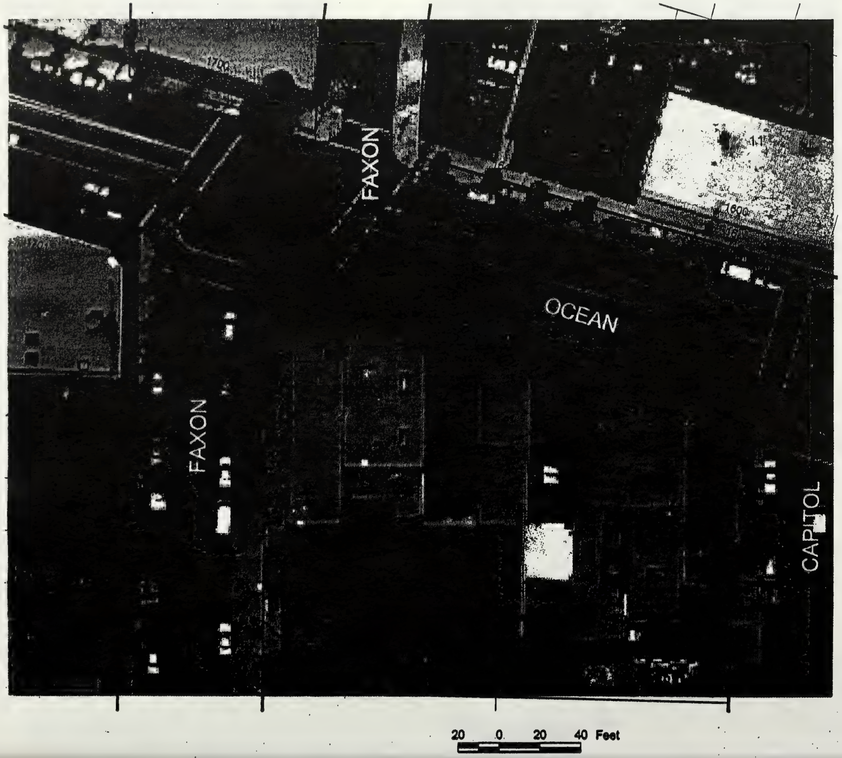
6935

LAKEVIEW
BLK 17

REVISED '57
" '70


N
W
E
S
OCEAN AVE.
FAXON AVE.
CAPITOL AVE.
DE MONTFORT AVE.
77.64
25.88
25.88
77.64
25.88
27
20
16
15
21
28
1
14
2
13
3
12A
9
8
7
6
5
4
12
11
10
75
100
112.50
25
100

1649 Ocean Ave.


1700
FAXON
FAXON
OCEAN
1600
CAPITOL
N
W
E
S
20
0
20
40
Feet

Source: Department of
Public Works,
Copyright, 1996.

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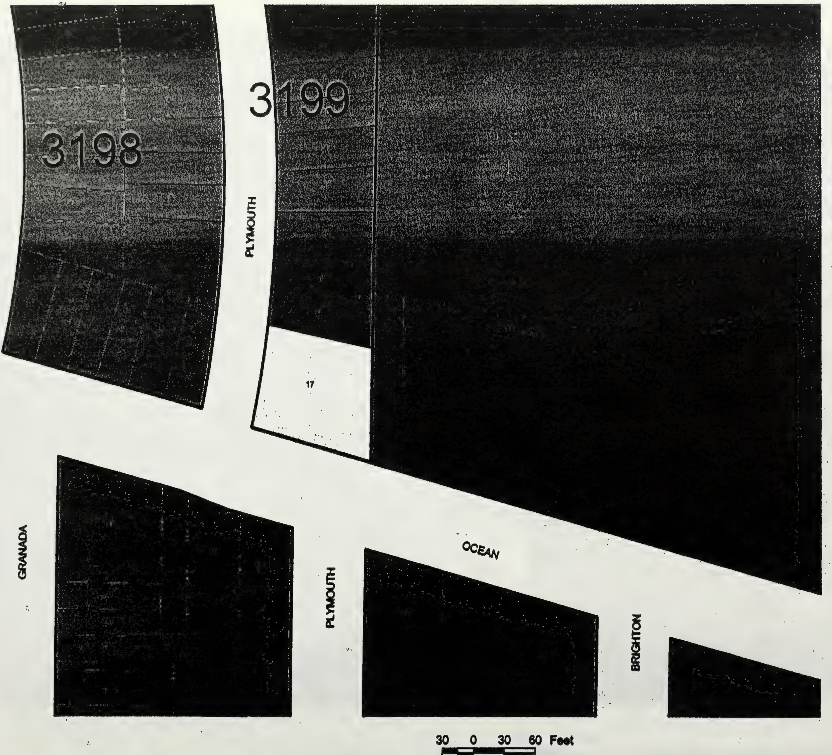
INGLESIDE BRANCH OPTION #B

Address:	1250 Ocean Ave Northeast corner of Plymouth Ave. Assessors Blk 3199, Lot 17
Lot Size:	Approximately 11,120 sf (115 x 100 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Auto Repair Garage, Built 1948
Existing Occupants:	Sunset Auto
Comments:	Requires toxics investigation

1250 Ocean Ave.


3198
3199
17
PLYMOUTH
GRANADA
PLYMOUTH
OCEAN
BRIGHTON
30 0 30 60 Feet

Source: Department of Public Works, Copyright, 1996.

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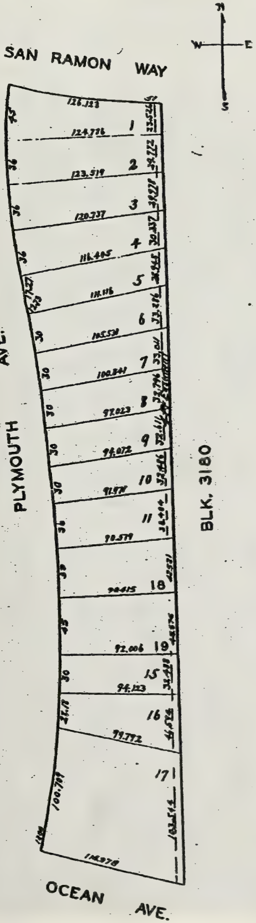
3199

WESTWOOD PARK

REVISED '63

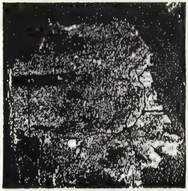
LOTS MERGED
LOTS INTO LOTS 19_
18/19 17 "49"



N
W
E
S
SAN RAMON WAY
PLYMOUTH AVE.
BLK. 3180
OCEAN AVE.
1
2
3
4
5
6
7
8
9
10
11
18
19
15
16
17
126.123
124.776
123.519
120.737
116.495
111.116
105.531
100.841
97.023
94.072
91.978
90.579
90.615
92.006
94.123
99.772
114.978
100.799
45
36
30
43
26.18

1250 Ocean Ave.

24
7
PLYMOUTH
GRANADA
PLYMOUTH
OCEAN
BRIGHTON
42
30 0 30 60 Feet



Source: Department of
Public Works,
Copyright, 1996.

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INGLESIDE BRANCH OPTION C

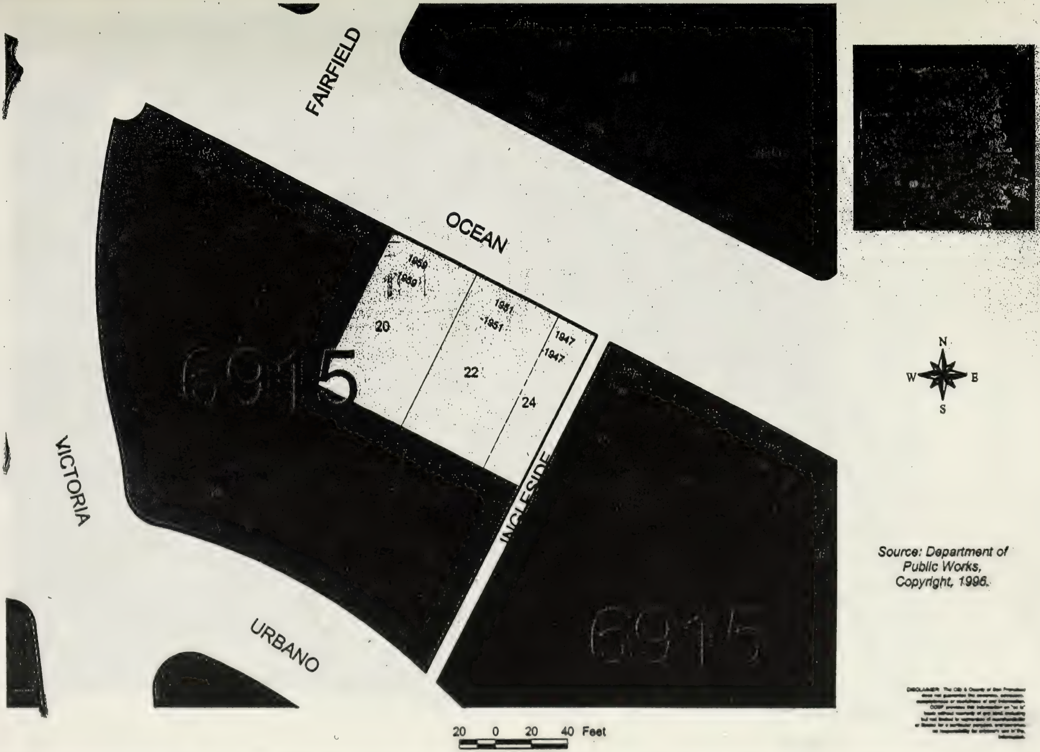
Address: 1945 –1957 Ocean Ave

INGLESIDE BRANCH OPTION C (Continued)

1945 –1957 Ocean Ave

Address:	1945 –1957 Ocean Ave Victoria & Ashton Ave.. Assessors Blk 6915 Lot 20,22,24
Lot Size:	Approximately 10,980 sf (122 x 90 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Single story commercial
Existing Occupants:	Travel agency Marine recruit office Vacant?-Former New Age Electronics Ramallah Hall Furniture Restoration
Comments:	

1945 - 19[illegible] Ocean Ave.

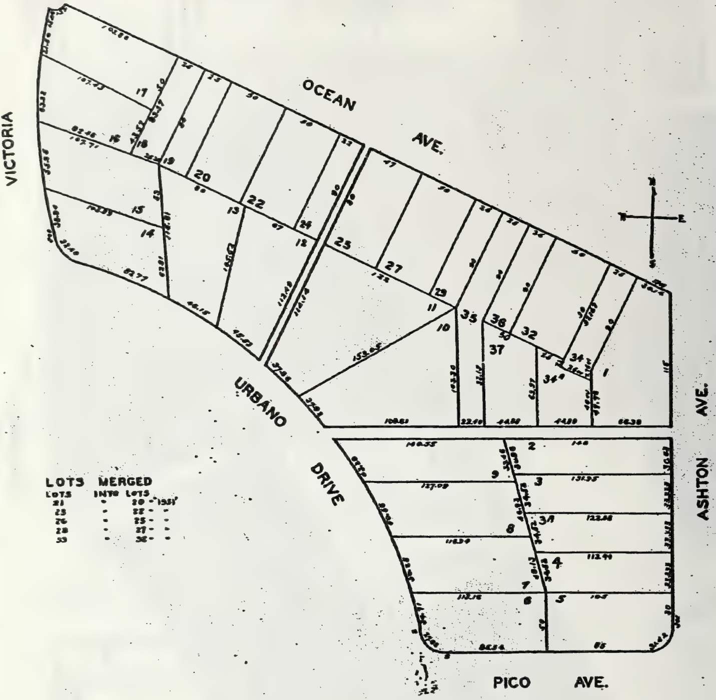

FAIRFIELD
OCEAN
1959
1959
1951
1951
1947
1947
20
22
24
6915
6915
VICTORIA
INGLESIDE
URBANO
N
E
S
W
20 0 20 40 Feet

Source: Department of Public Works, Copyright, 1996.

6915

INGLESIDE TER. BLK. 12

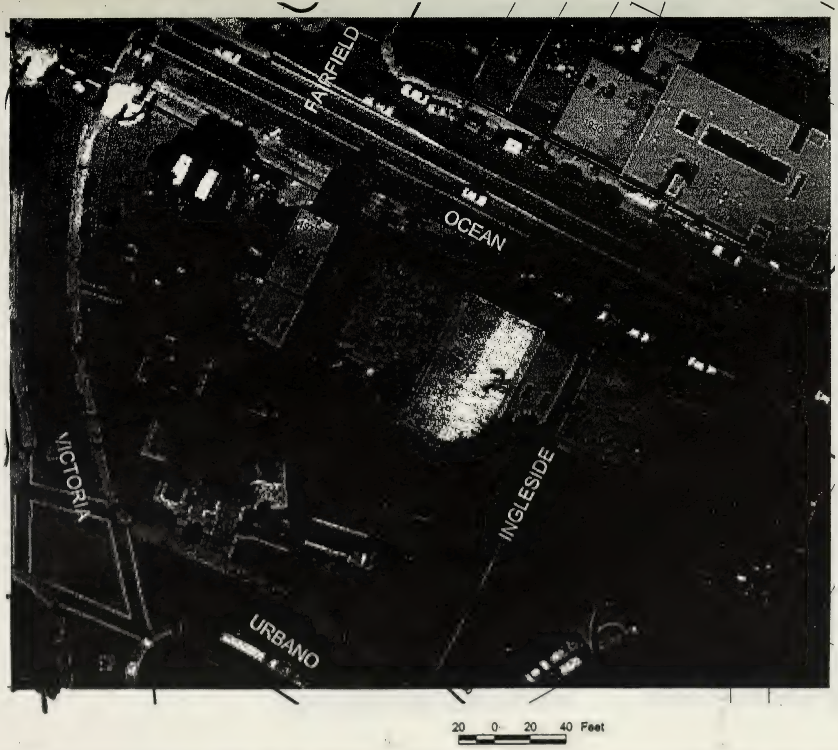
REVISED '59
" '07

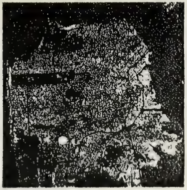

OCEAN AVE.
VICTORIA
URBANO DRIVE
ASHTON AVE.
PICO AVE.
N
E
S
W
1
2
3
3A
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
22
24
25
27
29
32
34
34A
35
36
37

LOTS MERGED

LOTS	INTO	LOTS		
21	"	20	"	1951
23	"	22	"	"
26	"	25	"	"
28	"	27	"	"
33	"	32	"	"

1945 - 1957 Ocean Ave.


FAIRFIELD
OCEAN
1950
INGLESIDE
VICTORIA
URBANO
20 0 20 40 Feet

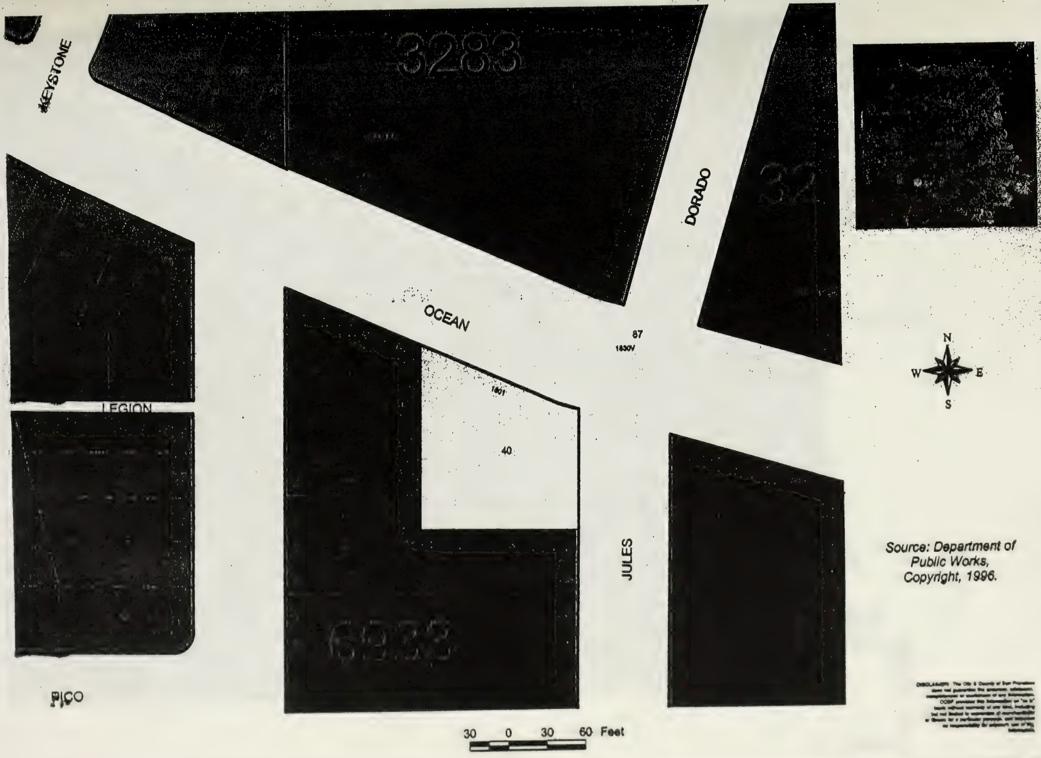


Source: Department of Public Works, Copyright, 1996.

INGLESIDE BRANCH OPTION #D

Address:	1801 –1815 Ocean Ave Southwest Corner of Ashton Ave.. Assessors Blk 6933 Lot 40
Lot Size:	Approximately 14,021 sf (134 x 87.75 irregular)
Existing Zoning:	NC-2
Existing Improvements:	Single story, 5200 sf commercial built 1958
Existing Occupants:	SF Church Assembly
Comments:	Former Red Roof Restaurant

1801 - 18[illegible]5 Ocean Ave.


KEYSTONE
3283
DORADO
32
OCEAN
87
1830V
1801
40
LEGION
JULES
6933
PICO
N
W
E
S
30
0
30
60
Feet

Source: Department of
Public Works,
Copyright, 1996.

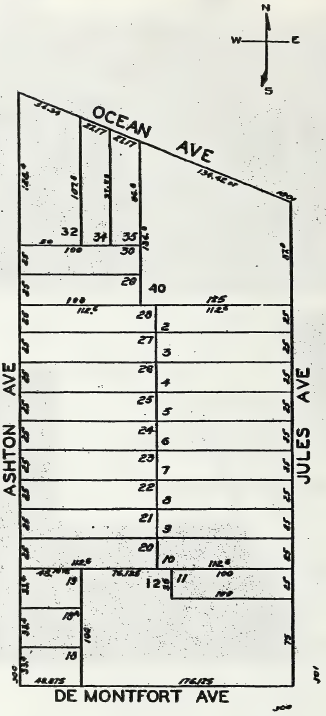
6933

LAKEVIEW BLK.25

REVISED '58
REVISED 1962

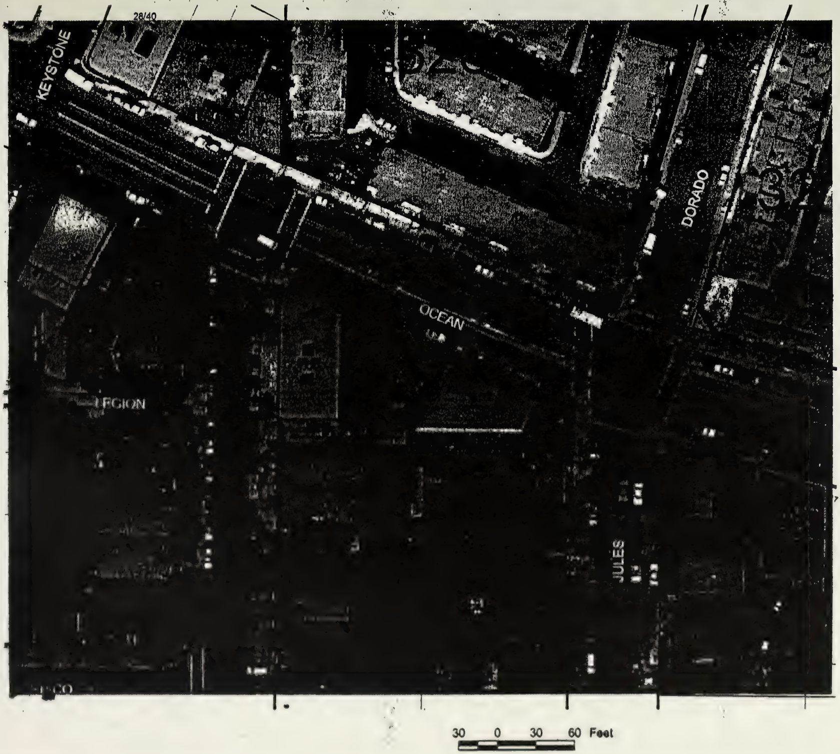
LOTS MERGED

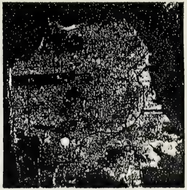
LOTS	INTO LOT
38	37 "1946"
33	32 - "1951"
31	32 "1925"
13/14	11/12 "1925"



N
W
E
S
OCEAN AVE
ASHTON AVE
JULES AVE
DE MONTFORT AVE
32
34
35
30
29
40
28
27
26
25
24
23
22
21
20
19
18A
18
2
3
4
5
6
7
8
9
10
11
12
100
112.5
125
134.42
176.125
48.875
300
301

1801 - 1815 Ocean Ave.


KEYSTONE
28/40
DORADO
OCEAN
LEGION
JULES
30 0 30 60 Feet



Source: Department of
Public Works,
Copyright, 1996.

DISCLAIMER: The City & County of San Francisco [illegible]

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2001
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PUBLIC LIBRARY

6
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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, September 4, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE AUGUST 7, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 7, 2001.
Explanatory document: draft minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This is a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on branch projects, an update on the ILS (Integrated Library System) RFP process, and a report on the Zap Fest typographic calligraphic exhibition.

3. LIBRARY BUDGET 2000/2001 UPDATE REPORT — DISCUSSION
Presentation of, and discussion of an update report on the close out of the Library's 2000/2001 Budget.

4. BRANCH FACILITIES PLAN — DISCUSSION
Presentation of, and discussion of a draft Branch Library Facilities Plan.
Explanatory document: draft Branch Library Facilities Plan

5. BRANCH LIBRARY BOND PROGRAM REPORT — DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

6. BRANCH LIBRARY BOND COMMITTEE — ACTION
Presentation of, discussion of, and possible action to create a Commission Committee to oversee all activities related to the Branch Library Bond Program.

7. FRIENDS AND FOUNDATION REPORT DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

8. UNION REPORT DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. NEW BUSINESS DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

10. PUBLIC COMMENT DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT **(requires motion and public comment)** ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary – 8/24/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

76
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4/01
draft

DRAFT

DOCUMENTS DEPT.
SEP 26 2001
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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resident

arol Steiman
ice President

lelen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
arian W. Swig
ommissioners

usan Hildreth
ity Librarian

lichael Housh
ommission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, September 4, 2001.
The San Francisco Public Library Commission held its regular meeting on Tuesday, September 4, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 06pm by President Higueras
The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Streets.

President Higueras noted that Mr. Cooley Windsor would act as Commission Secretary for this meeting.

Commissioner Steiman joined the meeting at 4:11pm

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF August 7, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF AUGUST 7, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public noted that this person's comments concerning site selection for the Ingleside Branch Library were not included in the recording of the meeting. This individual also observed that a comment offered by Commissioner Swig requesting that the Secretary carefully check and amend any errors in the reported descriptions of the various proposed branch library sites reported in the Minutes so that they correctly matched the designations identified in the report made to the Commission was not accurately reported and that needed corrections were not made in the approved Minutes (as available at the Library's Government Information Center). The anonymous member of the public further suggested that these comments on these topics would also not be reported in the Minutes.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 7, 2001 REGULAR COMMISSION MEETING

Commissioner Chin noted that she had informed the Commission Secretary that she would be out of the city and therefore unable to attend the August meeting. Commissioner Bautista requested that amendment be made to the Minutes to correct any error in the letter designations of proposed branch library sites as identified by the anonymous member of the public.

MOTION: by Commissioner Bautista, seconded by Commissioner Streets for approval of the August 7, 2001 Minutes as amended.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth called the Commissioners attention to the selection of Mr. George Nichols, Library Finance Director, as one of five citywide winners of an award for managerial excellence by the Mayor's Fiscal Advisory Committee (MFAC), a matter that became known after the meeting agenda had gone to print. Ms. Hildreth then announced that the Anza Branch had reopened after extensive improvements and that a reopening ceremony would held at 1pm on September 15, 2001. The City Librarian next discussed ongoing work at the Bayview Branch noting that it would reopen with a new roof and building upgrades on October 3, 2001. Ms. Hildreth noted that the Presidio Branch Library would be closed for furnace replacement work and that it would re-open on September 10, 2001.

The City Librarian then discussed aspects of the library's staff's efforts to put out a request for proposals (RFP) for an Integrated Library System. She described the work of the various staff committees in each area of specialization which would be put together in a proposal for a system by library consultant Diane Mayo. Ms. Hildreth noted that this RFP could be issued by the end of the year, with all proposals to be received and preliminarily evaluated in February 2002. Then she reported that during March and April of next year the top three vendors would be evaluated further by staff and members of the public before a finalist was chosen in April or May with contract approval by the Fall of 2002. The City Librarian suggested that the system could be installed and active by July of 2003.

Ms. Hildreth next discussed the Zapfest, calligraphic design in the digital age, a library celebration of the calligraphy and typographic work of Hermann and Gudrun Zapf. The City Librarian then reported on a series of lectures featuring well know figures in the world of calligraphy and typographic design being held in conjunction with the Zapfest. Lastly, Ms. Hildreth reported on Land and Scape, the Art of the Farmer, an exhibit and series of lectures sponsored in part by the Library's Stegner Center on the Environment.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public expressed a hope that this would not be the last exhibit of work by the Zapf's and called attention to the importance of their work and of the art of calligraphy. This anonymous member of the public noted concern with the cost of the Integrated Library System. This person also expressed the view that members of public as well as the Commissioners should have opportunity examine in detail all aspects of the proposed Integrated Library System while the proposed systems were being evaluated rather than at the end of the process. Peter Warfield echoed concerns of the previous speaker and urged that the interests of library users be given full consideration when evaluating any proposed replacement system. Mr. Warfield noted that staff might not be as familiar with problems and needs of the users as they frequently access the catalog differently. Mr. Warfield recommended that user views be sought out in both addressing difficulties and seeking improvements in the online systems.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras pointed out that last year City Librarian Susan Hildreth had been a winner of the prestigious MFAC Managerial Excellence Award and that the Mr. Nichols being named a winner this year called attention to the respect which our library's management team had gained in recent years. President Higueras expressed the hope that this trend of award winning management would continue with additional winners next year.

AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

Mr. George Nichols, Library Finance Director, expressed his appreciation to the City Librarian and the management team for nominating him for the MFAC Award and for their strong commitment to effective fiscal management which made his efforts much less difficult. Mr. Nichols also acknowledged the dedication and hard work of his staff in the Finance Office whose devoted efforts led to this recognition.

Mr. Nichols then provided the Commissioners with an extensive overview of the final figures for the FY 2000/2001 Library Budget, (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

An anonymous member of the public commented on the MFAC Award and noted that there was an explanatory four-page document related to Mr. Nichols' report that was not noted in the agenda. This person additionally commented on an observation by Mr. Nichols that the budget had been approved by the Supervisors without controversy suggesting that members of the public might be interested in reviewing tapes of the Board of Supervisors approval of the budget to see if they felt that it had been approved without controversy. Mr. Peter Warfield expressed disappointment that that Mr. Nichols' written report was not referenced in the agenda or included in the agenda mailing. Mr. Warfield found that making the report available at the meeting allowed insufficient time to study and understand such a complex document. Mr. Warfield also inquired regarding whether all of the funds budgeted for books in the 2000/2001 budget had been spent as was proposed in the budget.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

In response to a question by Commissioner Steiman, Mr. Nichols explained that permanent salary savings referred to regular staffing losses resulting from attrition. Responding to questions by Commissioner Bautista, Ms. Hildreth and Mr. Nichols outlined various proposals under consideration by the city to address power usage issues. Ms. Hildreth identified Matt Smyth as the Library staff member overseeing overall conservation and energy use by the Library. In answer to a query by Commissioner Streets, Mr. Nichols noted that the Controllers and Mayor's Budget Policies for the next fiscal year are expected to take a very conservative approach with a 3 to 5% revenue growth level the

The number of members of the public who spoke anonymously at this meeting. 1

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maximum to expected. Responding to another question by Commissioner Streets, Ms. Hildreth and Mr. Nichols outlined the status of the Library's current labor contacts and proposed to inform the Commission concerning when they would next be re-negotiated. Responding to a question by President Higueras, Mr. Nichols explained that funds budgeted for electrical improvements could be reallocated to mitigate immediate needs in branch libraries prior to major improvements which would be undertaken through the Branch Library Bond program. Mr. Nichols further clarified for President Higueras that all of the encumbered funds budgeted for specific purposes in this budget must be spent from those purposes.

President Higueras announced that Agenda Item #6 Branch Library Bond Committee would be taken up next.

AGENDA ITEM #6 BRANCH LIBRARY BOND COMMITTEE

City Librarian Susan Hildreth recommended that the Library Commission create a special committee of the Commission to address the many and complex issues that must be addressed in managing the Branch Library Bond Program. Ms. Hildreth suggested that by creating this committee, which would make regular reports on its work to the full Commission, a significant amount of needed attention could be focused on bond related issues without overburdening the regular Commission meetings. President Higueras agreed that this committee could address in detail aspects of the bond program, preparing them for discussion and approval by the full Commission and that it was his recommendation that at least initially that it meet monthly. In response to a question by President Higueras, Deputy City Attorney Adine Varah noted that the commission committee would become a full policy body subject to all public meeting laws. President Higueras noted that he would serve as chair of this committee and requested that other commissioners volunteer to serve on this committee. Vice President Steiman and Commissioner Bautista agreed to serve on the Branch Library Bond Committee. In response to a question by Commissioner Streets, President Higueras suggested that the Committee would act to address routine reports and extensively prepare items for the Commission's approval. He further commented that framing its exact charge for the full Commission's consideration and approval would be among the first duties of this committee. Deputy City Attorney noted that according to the Commission Bylaws the Commission was authorized to create an Ad Hoc Committee for the purpose of overseeing implementation of the Branch Library Bond Program.

MOTION: by President Higueras, seconded by Commissioner Streets that the Library Commission create an Ad Hoc Committee on the Branch Library Bond Program composed of Commissioners Higueras, Bautista, and Steiman to meet on a monthly basis.

PUBLIC COMMENT ON AGENDA ITEM #6 BRANCH LIBRARY BOND COMMITTEE

An anonymous member of the public observed that this person had previously

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supported the creation of commission committees but had two questions, first regarding whether creation of such a committee required an amendment of the Commission Bylaws, and secondly concerning what the charge of this committee would be. The anonymous member of the public noted that they were City Charter restrictions limiting the power of Commissions to delegate action items to committees. This person found creation of this committee a step toward greater public input and access to the work of the Commission.

ACTION:_AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #4 BRANCH LIBRARY FACILITIES PLAN

City Librarian Susan Hildreth gave a brief overview of the background of the Branch Library Facilities Plan funded by the Friends and Foundation. She then introduced Mr. Jorge Alfaro, of the Bureau of Architecture, David Binder, and Library Consultant Dallas Shaffer for a more detailed presentation of the aspects of the plan.

Mr. Alfaro discussed in some detail the yearlong effort that went into creating this first draft of the guide to educate the professional teams which will be working on making needs assessments, facilities condition assessments, working with design standards, and implementation scenarios for the various branch library projects. Mr. Alfaro focused his report on facilities condition assessments and setting design standards. Mr. Alfaro noted that these facilities conditions assessments were based both on review of many years of records and site visits to develop preliminary lists of needs in the areas of seismic conditions, disability access, code impacts, condition repairs, and hazardous materials. Mr. Alfaro then discussed the preliminary development of design standards based around both the existing branches as well as the needs of new branches. He noted that these standards were based on general building design principles, specific design guidelines developed for libraries, and design standards for building systems such as heating, air conditioning, electrical, and accessibility design standards and codes. Mr. Alfaro finally discussed special design needs for these branch libraries that were being identified. Mr. Alfaro noted that these guidelines could provide a roadmap and a tool to guide the designers of the various library projects.

Mr. David Binder discussed the focus groups and branch surveys that were done in conjunction with the development of the facilities plan. Mr. Binder discussed information gathered from the five focus groups that were done in April. Mr. Binder reported very positive remarks about the branch libraries and gathered some information concerning the what improvements participants wanted to see in their libraries. Mr. Binder reported up to date materials as the number one request for improvement and lack of space and poor maintenance as the biggest concern of these respondents. Mr. Binder noted the more natural light, comfortable seating areas, and lounging spaces as among the amenities favored.

Mr. Binder noted a number of areas where questions asked received a mixed response such as availability of more computers and concerning the look of the branch libraries. He noted that naming book collections or spaces for individual donors was favored but naming for corporate donors was reported disfavored. Mr. Binder reported that there were some concerns about long lines with the questions about combining check out and service desks. Mr. Binder reported that there were 2,355 surveys completed in branch libraries and outlined in detail the responses gathered through these surveys. Mr. Binder in particular pointed out differing answers among the various ethnic and demographic groups' responses to the various questions and differing levels of interests in various kinds of proposed improvements. He in particular pointed to strong support for more teen spaces in branch libraries when respondents were asked to choose among various options for improvements. Finally, Mr. Binder discussed interest in various suggested options for other alternative services. He noted that the most frequently volunteered comments were various positive comments about the library.

Ms. Dallas Shaffer gave the Commissioners a wrap up of the functional building program and suggested that now that the Commission was going to have to make decisions based on all of the information it had received. Ms. Shaffer discussed in some detail the impact of the demographic changes that were highlighted by the results of the 2000 census including reductions in numbers of both seniors and children as potential users of the library with a very large group of adults as the primary users of the library. Ms. Shaffer discussed the impact of technological change on how the library provides services and what kinds of spaces which can be made available in the library. She emphasized that all of this information will confront the Library Commission with the responsibility for making very difficult choices. Ms. Shaffer noted that there would not be significant increases in space in most of the branch libraries with greatly increased demand for uses of various spaces. Ms. Shaffer emphasized that to meet these demands some changes had to be made to take some things out of the branches to allow space for those things that were wanted. She discussed extensively examples of choices made by other library systems, including reducing some branch book collections, to make their branch libraries function in the most effective way for their patrons. Ms. Shaffer cited a number of options which the library could consider to create workable staff work space, apportion branch library space for various users to match the demographic profile of its neighborhood, and consider reducing some branch book collections to emphasize quality instead of quantities of materials which might be available in other formats.

President Higueras called a brief recess at 5:552pm
The Commission returned to session at 6:01pm

PUBLIC COMMENT ON AGENDA ITEM #4 BRANCH FACILITIES PLAN

An anonymous member of the public commented that the report was interesting and that it raised very important issues. This person observed that the reports pointed out that people had rising often-contradictory expectations of what the library should provide. The anonymous member of the public noted that the Commissioners would have to make choices based on not clearly understood information but that this individual had no doubt that libraries as libraries rather than community centers or computer centers would remain important. This person pointed out that the traditions of libraries have withstood centuries of changes by fulfilling the important role of tying the present to the past. Mr. Peter Warfield found it unfortunate that the documents had not been made available earlier. M r. Warfield expressed concern that there was no specific mention or any commitment made to any level for volume of books, or book and material storage, to be maintained in branches. Mr. Warfield commented that the survey demonstrated that people wanted books, as well as hours, although that had not been a question asked. Mr. Warfield expressed interest in questions being asked concerning the availability of old books and expressed concern with Ms. Shaffer's suggestion that branch library book collections be reduced.

COMMISSION COMMENT ON AGENDA ITEM #4 BRANCH FACILITIES PLAN

In answer to a question by Commissioner Streets regarding the impact of demographic trends on the on going planning from the new branches, Mr. Binder highlighted the various kinds of data that would be available to the library. The City Librarian called attention to information in chapter 5 of the report and observed that staff was seriously considering doing detailed neighborhood surveys as the planning for a specific branch went forward. Commissioner Coulter praised the reports and emphasized that it was important the Library have a picture in detail for each branch as the planning goes forward. He pointed out that some of Ms. Schafer's suggestions would be explosive and asked for a more detailed description of exactly how the Portland Library addressed these issues. In particular, he asked what people wanted and what people wanted to get rid of. Vice President Steiman noted that maybe a better way to look at this problem would be to identify what was most appropriate for a branch. Commissioner Bautista suggested considering a mechanical book storage system as way of solving the space problem such as cleaners handle storage. Commissioner Bautista expressed reservations about informing a community that some of their books might be taken away. She also expressed a preference for better lighting, including skylights. Commissioner Bautista expressed happiness that teenagers had taken interest in spending time in the libraries and recommended that programs be tailored to help them. Commissioner Bautista also requested information concerning university students using the San Francisco Library. Vice President Steiman offered a personal observation that branch libraries were not sufficient for university students for anything other than recreational reading. Commissioner Chin called attention to the heavy use of public libraries by public school students and noted that often these students depend on their branch libraries. Commissioner Chin also inquired concerning how realistic it would be to include extensive seating areas given their small size. **Commissioner Chin requested that a chart be prepared which outlined the dollar amount that would be allocated to each of the branch libraries.** Vice President Steiman noted that floor plans should be made to allow flexibility as needs change and that preparing for this change will make it easier to accommodate. President Higueras commented that that the report was excellent and in particular agreed with Ms. Shaffer's point that difficult choices will have to be made. President Higueras noted that many of the issues that would have to be addressed went far beyond facilities questions and into broader questions of policy. President Higueras thanked the presenters for providing an excellent report and setting the stage for future discussion of these important issues.

AGENDA ITEM #5 BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson reported that the initial $17.665 million from the initial bond sale had been appropriated and set up into bond project accounts. Ms. Thompson noted that site acquisition budgets were created for the Glen Park, Ingleside, Visitacion Valley, and Portola Branches. Ms. Thompson informed the Commissioners that design and engineering budgets had been set up for the Marina, Noe Valley, Parkside, Richmond, Mission Bay branches, and for the Support Services Center. The Branch Bond Project Manager commented that she was preparing the first quarterly budget report on funds available, expenditures, and encumbrances for each of the various projects to be presented to the Commission's branch Bond Committee next month. Ms. Thompson next gave the Commission an update on developments regarding the proposed Mission Bay Branch. Ms. Thompson informed the Commissioners that the work in preparing the Prop. 14 (State Library Improvement and Construction Bond) applications for work on the Richmond Branch Library would be undertaken in earnest during September in order to be ready for the first cycle of funding in June of next year. Ms. Thompson reported that she would propose other projects to be considered by the Commission's Branch Bond Committee for application for Prop. 14 funds. The Branch Bond Program Manager reported that cooperative discussions were underway with the San Francisco Unified School District (SFUSD) concerning the possible co-location of some branch libraries on school district properties.

Public comment on AGENDA ITEM #5 BRANCH LIBRARY BOMD UPDATE

An anonymous member of the public commented that this report again reflected the potential for conflict between what was wanted and what was possible, observing that the original bond amount had been reduced by $25 million. This individual expressed approval that the Prop. 14 (State Library Construction and Improvement Bond) process required public input, and looked forward to participating in particular regarding the Richmond Branch Library.

Commission comment on AGENDA ITEM #4 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Bautista, the City Librarian reported that there was no official limit of the number of Prop. 14 applications, but that practically speaking that the Library would only probably submit 2 or 3 applications in the initial cycle with the understanding that there would be two more opportunities to apply during the life of the bond program. The City Librarian noted that there would be a very great number of applications in the first cycle because of pent up demand. In response to questions by President Higueras, Ms. Hildreth noted that the application process was fairly onerous and that the Library would be very carefully choosing the projects that it proposed to submit for these funds to insure greater chance of success.

Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Ms. Denise Donovan, interim Executive Director of the Friends and Foundation, informed the Commissioners concerning the big annual book sale taking place at Fort Mason, this year featuring 125,000 volumes. Ms. Donovan informed the Commissioners that Mr. Charles Forester, Executive Director of the Friends and Foundation, had resigned and that she would serve as Interim Executive Director while its Board conducted a search process to fill this position. Ms. Donovan next informed the Commissioners concerning the charette exploring design issues and concepts for future branch libraries which the Friends and Foundation will be holding in the Koret Auditorium on October 5,6, and 7, 2001. Ms. Donovan then informed the Commissioners about plans for next year's Laureates Dinner. Ms. Donovan next reported to the Commissioners about a September 19, 2001 discussion sponsored by the Friends and Foundation featuring Library Consultant Dallas Schafer and Library Chief of Branches Donna Corbeil which would address new trends in branch libraries. Ms. Donovan then gave the Commissioners an update on this year's Literary Lecture Series and a reading by author Alice Randall that had been arranged by Commissioner Streets.

Public comment on Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Ms. Sue Cauthen requested that the microphones be adjusted so that members of the audience could hear the speakers. Ms. Cauthen also expressed the hope that information on the design charette would be made widely available so that all that might be interested in attending could do so.

Commission comment on Agenda item # 7 FRIENDS AND FOUNDATION REPORT

In response to questions by Commissioner Bautista and President Higueras, Ms. Donovan explained that more that 300 invitations to the design charrette would be sent to members of the public, the Council of Neighborhood Libraries, library staff, Friends and Foundation donors, members of the Board of Supervisors, and neighborhood residents identified by the District Supervisors as community leaders interested in this subject. In response to a question by Commission Coulter, Ms. Donovan confirmed that members of neighborhood associations had been invited as well. In response to a question by the City Librarian, Ms. Donovan indicated she would look into posting the invitation to the design charette on the Friends and Foundation website. President Higueras remarked that this design charrette was not intended to offer solutions to the needs of any specific branch library but was intended to create excitement and offer ideas and concepts which could inspire those ultimately chosen to design the new branch libraries. Ms. Donovan then outlined in some detail the various parts of the design charrette program to be held during October 5, 6, and 7, 2001.

Agenda Item #8 LIBRARY LABOR UNION REPORT

No report was made.

Agenda item #8 NEW BUSINESS

None offered.

Agenda item #10 PUBLIC COMMENT

The anonymous member of the public offered two brief comments, first noting that the discussion of charrette contained conflicting implications that it was both open to the public and that it was by invitation only without providing a clear answer to this question, Secondly, this anonymous member of the public observed that given the experience learned through the controversy concerning the design of the Main Library that the concept that controversy is our friend should be embraced. This person disagreed with the aphorism that the administration of power is not consistent with the concept of loyal opposition noting that controversy in fact revealed truth that broke through institutional barriers.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned.

Commissioner Streets raised a point of clarification regarding whether or not there was a Commission Policy or a general city policy concerning the appropriate manner by which members of the public should communicate with commissioners. In response to Commissioner Streets inquiry, Deputy City Attorney Adine Varah replied that she was aware of no existing policy addressing this issue, but that she would be happy to discuss this matter with the Commissioner. Ms. Varah recommended that discussion of this question be calendared for appropriate discussion at a later meeting.

Public comment on Agenda item #9 NEW BUSINESS

An anonymous member of the public found it extraordinary that this topic should be discussed during the Adjournment Agenda item and suggested that it was regrettable that there should be either an aggressive or defensive stance in such a question, noting that an inquiry is either about a public record or it is not. In response to President Higueras' remarks that civility should dictate that such questions be pursued through proper channels, the anonymous member of the public noted that an individual always had the option to file suit.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:52PM.

Michael Housh, Commission Secretary 9/18/01

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Minutes of the Regular Commission Meeting of September 4, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

August 29, 2001

TO: Library Commissioners

FROM: George Nichols, CFO

SUBJECT: REPORT ON FY 2000-01 BUDGET

On September 4th I will provide the Commission with a brief report on the close-out of the Library's prior year budget. In advance of the report, I have attached two schedules that summarize prior year activity. Schedule A, describes by category of expense, budget, expenditure, encumbrance, and balances for program activities – both operating and capital programs – funded by the Library Preservation Fund. Schedule B describes revenue allocations made to the Library Preservation Fund.

The Library did an excellent job of managing its budget in Fiscal Year 2000-01. Notably, for the third consecutive year the Library did not require deficiency appropriations to meet its baseline program needs. In addition, we were successful in obtaining Board approval of a $1.3 million supplemental appropriation for POE work at the Main Library and we were instrumental in the successful sale last June of $17.6 million in Branch Library Renovation Bonds. Following is a brief description of the prior year budget.

- **OPERATING BUDGET:** In regard to the operating budget (non-capital programs) the Library will realize budgetary savings of approximately $1.4 million. The savings occur largely in salary and fringe benefits. These savings were achieved despite the fact that we increased budgeted salary and fringe savings from 3 percent to 5 percent in FY 2000-01. Since the Library's policy is to fill vacant positions as quickly as possible, we believe the excess savings (i.e., savings over and above budgeted savings) result from over-budgeting of fringe benefits – which are calculated by the City Controller – and from the unintended affect of institutional hiring practices such as reassignment. In regard to non-personnel related expenditures, the Library spent 99.7% of its allocations including $4.8 million budgeted for books and other library materials. Although by category of expense, the Library realized small savings in non-personal services, materials and supplies, and equipment, these savings were offset by higher than anticipated costs for power and telephone usage.

- **CAPITAL PROJECTS BUDGET:** In regard to capital projects funded by the Library Preservation Fund, the $240,000 budget for branch maintenance and repair projects was fully spent and 93 percent of roof repair funds were spent. Funds budgeted in FY 2000-01 to upgrade electrical systems at branch libraries have not yet been spent. However, the Library is upgrading the electrical and lighting system at the Anza Branch Library and is developing plans for upgrading systems at the West Portal and Golden Gate Branch Libraries. The Anza project ($141,000) is funded through a supplemental appropriation of $400,000 received in FY 1999-2000. These funds are fully encumbered in work orders with DPW and are part of the Library's carry-forward appropriation. The West Portal and Golden Gate projects will be funded by balances remaining in this appropriation and, if needed, by part of the $500,000 that was budgeted in FY 2000-01. At this time we do not expect to fully spend the $500,000 budgeted in FY 2000-01 due to the availability of branch library renovation bonds. These funds were budgeted as a hedge in the event the renovation bond measure failed. Also, funds budgeted for POE work at the Main Library, although not yet spent, will be spent or committed in the current fiscal year.

- **CARRY-FORWARD APPROPRIATIONS:** In regard to the Library's operating budget and based on transactions processed through August 28, 2001, the Library will have about $1.441 million in prior year money that will carry-forward into FY 2001-02. The carry-forward represents goods or services purchased in the prior fiscal year that we have not yet paid either because the goods (and invoice) have not been received or the invoice was received after the Controller's cutoff date for processing payments. Of the $1.441 million, approximately 35.5% ($511,000) is related to books and materials; 34.7% ($500,000) is related to open work orders we have with other City departments; 18.3% ($264,000) is for equipment; and 11.5% ($166,000) is related to miscellaneous goods and/or services purchased by the Library. In regard to the capital budget, with the exception of Branch Maintenance funds, encumbered funds and balances for all other projects will also carry-forward into the new fiscal year. Branch Maintenance funds are allocated on an annual basis. Funds for all other projects are appropriated on a continuing basis.

- **REVENUE:** In regard to revenue, the Library met or exceeded its budgeted revenue targets for FY 2000-01. According to the City Controller's Office, property tax allocations made pursuant to Proposition E exceeded budgeted amounts by approximately $1.5 million and the General Fund contribution required by Proposition E met budgeted expectations.

This is a very brief summary of prior year activity. I look forward to discussing this with the Commission in more detail next week.

Attachments

cc: Susan Hildreth, City Librarian

8/29/01

As of August 28, 2001

ATTACHMENT A
FY 2000-01 BUDGET EXPENDITURES

	INITIAL BUDGET (AAO)	CARRY FORWARD APPROP.	BUDGET ADJUSTMENT	REVISED BUDGET	ACTUAL	ENCUMB.	BALANCE	Percent Spent
OPERATING BUDGET								
SALARIES & WAGES	$ 29,710,868	$ -	$ (125,067)	$ 29,585,801	$ 28,690,381	$ -	$ 895,420	96.97%
FRINGE BENEFITS	$ 7,375,621	$ -	$ (9,330)	$ 7,366,291	$ 6,846,837	$ -	$ 519,454	92.95%
NON-PERSONAL SERVICES	$ 2,401,349	$ 88,088	$ (191,830)	$ 2,297,607	$ 2,177,508	$ 82,535	$ 37,564	98.37%
MATERIALS & SUPPLIES	$ 5,427,230	$ 529,585	$ (88,190)	$ 5,868,625	$ 5,206,754	$ 594,501	$ 67,370	98.85%
EQUIPMENT	$ 720,030	$ 130,455	$ 176,496	$ 1,026,981	$ 750,794	$ 264,339	$ 11,848	98.85%
SRVCS OTHER DEPTS.	$ 1,796,698	$ 707,022	$ 267,714	$ 2,771,434	$ 2,346,540	$ 500,467	$ (75,573)	102.73%
SUBTOTAL	$ 47,431,796	$ 1,455,150	$ 29,793	$ 48,916,739	$ 46,018,814	$ 1,441,842	$ 1,456,083	97.02%
INTERDEPT'L RECOVERY	$ (434,214)	$ -	$ (37,500)	$ (471,714)	$ (391,390)	$ -	$ (80,324)	82.97%
SUBTOTAL, OPERATING	**$ 46,997,582**	**$ 1,455,150**	**$ (7,707)**	**$ 48,445,025**	**$ 45,627,424**	**$ 1,441,842**	**$ 1,375,759**	97.16%
CAPITAL PROJECTS BUDGET								
Branch Maintenance	$ 240,000	$ 29,562	$ -	**$ 269,562**	$ 200,379	$ 68,230	**$ 953**	99.65%
Branch Roof Repair Projects	$ 250,000	$ 254,371	$ -	**$ 504,371**	$ 359,556	$ 112,048	**$ 32,767**	93.50%
Branch Electrical Projects	$ 500,000	$ -	$ -	**$ 500,000**	$ -	$ -	**$ 500,000**	0.00%
Main Library - POE	$ -	$ -	$ 1,065,000	**$ 1,065,000**	$ -	$ -	**$ 1,065,000**	0.00%
SUBTOTAL, CAPITAL	**$ 990,000**	**$ 283,933**	**$ 1,065,000**	**$ 2,338,933**	**$ 559,935**	**$ 180,278**	**$ 1,598,720**	31.65%
TOTAL BUDGET	**$ 47,987,582**	**$ 1,739,083**	**$ 1,057,293**	**$ 50,783,958**	**$ 46,187,359**	**$ 1,622,120**	**$ 2,974,479**	94.14%

ATTACHMENT B
2000-01 YEAR-END REVENUE

		BUDGET	ACTUAL	VARIANCE	
PROPERTY TAX ALLOCATIONS		**$ 18,294,320**	**$ 19,820,186**	**$ 1,525,866**	**8.3%**
GENERAL FUND ALLOCATIONS					
39899	Other City Property	$ 27,964	$ 27,420	$ (544)	
48111	Homeowners Prop Tax	$ 164,735	$ 170,961	$ 6,226	
48999	Other State Grants	$ 1,331,806	$ 1,328,078	$ (3,728)	
62511	Books Paid	$ 42,225	$ 38,126	$ (4,099)	
62531	Fines	$ 420,213	$ 421,787	$ 1,574	
62541	Reserve Postal	$ 14,814	$ 16,333	$ 1,519	
62542	Library Events/Mtg Rms.	$ -	$ 17,933	$ 17,933	
62599	Misc. & Others	$ 17,948	$ 5,848	$ (12,100)	
78902	NSF	$ -	$ (202)	$ (202)	
9201g	General Fund Transfer	$ 26,873,557	$ 26,873,557	$ -	
	Subtotal, General Fund	$ 28,893,262	$ 28,899,841	$ 6,579	
LPF RESERVE ALLOCATION		$ 800,000	$ 800,000	$ -	
				$ -	
TOTAL SOURCES		**$ 47,987,582**	**$ 49,520,027**	**$ 1,532,445**	**3.2%**

Attachments for 9-4-01 Commission Meeting - YEAR END ANALYSIS

dbr

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DOCUMENTS DEPT
SEP 26 2001
SAN FRANCISCO
PUBLIC LIBRARY

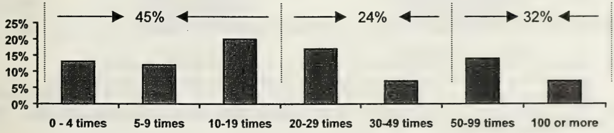
To: Susan Hildreth
Donna Corbeil
From: David Binder & Nick Fynn
Date: 08/30/01
Re: Analysis of results of Library Onsite Survey

During June and July, 2001, San Francisco branch library users completed and submitted 2,355 on-site questionnaires detailing their responses to questions about library facilities and priorities. This report summarizes the findings of these surveys and their relationship to the findings of branch library focus groups which explored similar issues. This report only examines opinions about San Francisco branch libraries in general, not specific differences between individual branch libraries.

Frequency of Use

Overall, 45% of the respondents said they had visited their branch library from zero to 20 times during the last year. 24% said they had visited their branch library between 20 and 50 times during the last year and 31% said they had visited their branch library between 51 and 100 times in the last year. 11% did not know.

"How many times had you yourself visisted this branch library in the last 12 months?

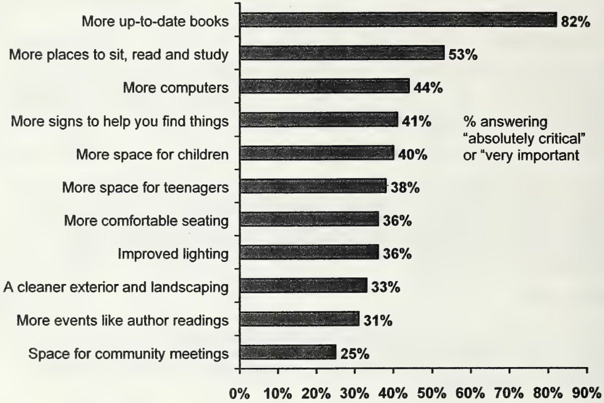


The most common users of branch libraries are teenagers and residents over 50.

Prioritizing Library Functions

When asked to prioritize various library functions, respondents generally provided similar results to those found in the focus groups. Respondents overwhelmingly agreed the library's top priority should be providing more up-to-date books. Additional places to sit, read and study were listed second, followed by providing more computers, more space for children and improved signage.

"How important is it to you for the library to provide each of the following?"



Space for community meetings was ranked last, with 30% saying it was not important for the library to provide. Community space was also commonly sacrificed during the "design-your-own-library" exercise during the focus groups.

The following are differences noticed by demographic subgroup:

1. More up to date books: This was the top priority of all subgroups. A majority of respondents, regardless of sex, age, ethnicity or education found this critical or very important.
2. More places to sit, read and study: This was especially important among patrons under 30, Latinos, and Asians.
3. More computers: Clearly, people of color view this a higher priority than whites. 68% of Latinos and 53% of Asians and blacks viewed this as very important compared to just 34% of whites.
4. More signs to help you find things: Teenagers and patrons under 30 were more likely to define this a critical need.
5. More space for children: response to this question was clearly divided according to whether one had a child at home. 63% of patrons with children under 18 At home view this as very important compared to just 32% of those without kids at home.

6. More space for teenagers: Similarly, 54% of those with children at home found this as very important compared to just 31% of those without children at home. This indicates that for some people space for children is a slightly higher priority than space for teenagers.
7. More comfortable seating: This was a higher priority for Asian patrons and those under Age 18.
8. Improved lighting: Asian patrons were more likely to state this was a priority.
9. A cleaner exterior and landscaping: This was more of an issue for younger women and younger Asians and Latinos.
10. More events like author readings: This is viewed as a somewhat lower priority among all groups with the exception of Latinos under 50.
11. Space for community meetings: This was the lowest rated item among nearly all groups although it was rated somewhat higher among Latinos.

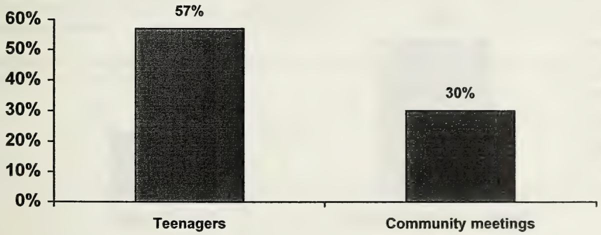
Trade-offs

Library patrons were also asked to choose between two competing options for space within branch libraries. The results confirmed the findings above in that community space was seen as least important. More places to sit, read and study was clearly prioritized ahead of separate checkout desks and more computers.

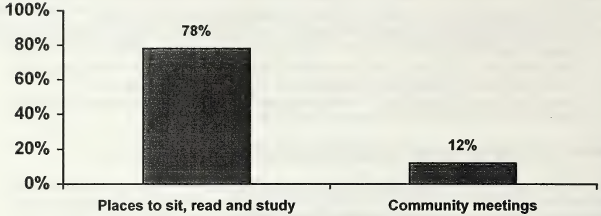
When asked to choose between space for teenagers and space for community meetings, 57% chose space for teens over community meetings while 30% chose community meeting space. 14% did not know.

All subgroups prefer space for teenagers, especially Asians. Men without children at home were more likely to prefer space for community meetings.

"If the library only had space for one, which would be your top priority?"



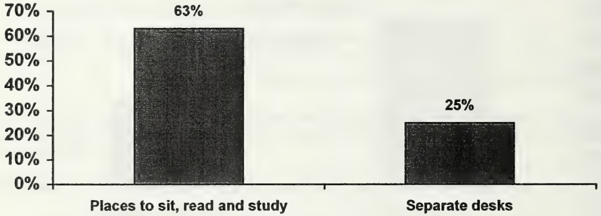
78% chose more places to sit, read and study over community meeting space, compared with only 12% who chose community meeting space as more important.



"If the library only had space for one, which would be your top priority?"

Similarly, 63% of branch library users believe more places to sit, read and study are more important than space for separate desks for checking out books, information and children's services. 25% said it was more important to have the separate desks while 12% did not know.

This preference was noted among all subgroups with the exception of Latinos and blacks under age 40 who were divided between the two options.

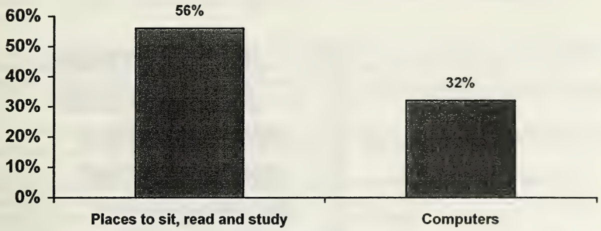


"If the library only had space for one, which would be your top priority?"

Finally, 56% said more places to sit read and study are more important than more computers, although 32% said computers were more important.

A majority of patrons under age 30 said space for more computers was preferable. Patrons over age 40 preferred places to sit, read and study by over a two-to-one ratio. This difference was most clearly seen in Latino and African-American groups where younger Latinos and African-Americans strongly preferred space for more computers and African-Americans and Latinos those over 40 preferred space to sit, read and study.

"If the library only had space for one, which would be your top priority?"



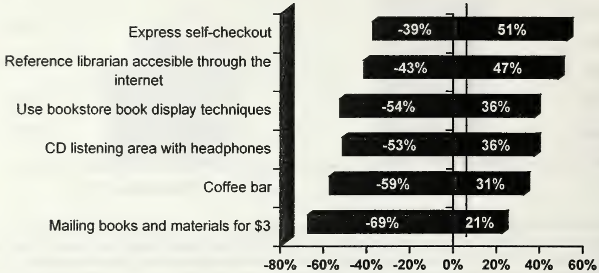
The onsite survey of branch library users generally confirms the findings of this year's focus groups. Patrons overwhelmingly prioritize having more up-to-date books ahead of all other library priorities. Patrons also prioritize the need for more space to sit, read and study ahead of most other priorities. Other priorities include more computers, space for children and improved signage within the library.

New Services

Self-help services which make library use easier were the most popular of potential service additions tested. Express checkout, already in use at the library, was most popular (51% somewhat or very interested), followed by access to a reference librarian through the internet (47% somewhat or very interested). 36% said they were somewhat or very interested in having a CD listening area. 36% also said they would like to see the library use book display techniques used in bookstores.

A coffee and snack bar (45% not interested) and a $3 fee based home mailing service were the least popular of the new services tested.

"How important is it to you for the library to provide each of the following?"



Asians and younger patrons are more likely to show interest in Express Checkout. Those with children at home are more likely to express interest in an internet librarian. Patrons under age 30 are much more likely to show interest in a CD listening area. Teenagers are the only subgroups to show interest in a coffee and snack area. Patrons under 30 and Latinos are more likely to show interest in book display techniques used in book stores.

Other Comments

Respondents were also provided with space to make any additional comments they wanted to share with the library. This question produced a wide range of feedback varying from positive general messages about branch libraries to specific criticisms about certain library services and features.

The most common comment was the request that the library add more books to its collection. Most of these requests did not specify a particular type of book, only that the library continue to prioritize its book collection ahead of all other services. Some patrons specifically commented on the role of the library in the community, stating that they believed its number one priority should be to encourage reading, particularly among young people, and that more books were needed to fulfill that role. This finding correlates directly with the findings in the focus groups. Patrons also suggested adding other materials to the library including more video tapes, compact disks and audio books. Some specific magazines and newspapers were also suggested. Patrons also suggested increasing the physical space and the hours of operation of the branch libraries.

Many comments referred to computers. Many patrons requested some form of training at the library to help people without computer skills to learn to use them. Some patrons expressed confusion over the computerized card catalog and asked for a return to the old card catalog method. Internet access was commonly associated with computers with some patrons complaining about the amount of time younger patrons spent using the computers for the internet.

Excessive noise was a common criticism of the branch libraries. Several patrons suggested banning cell phones in the library and suggested that noise reduction be considered in branch planning.

Other common requests from respondents included providing more Chinese language materials, more Spanish language materials and programming and space for children. Additional space for teens was also mentioned. A significant number of respondents emphasized how much they value the library and in particular, the library staff.

As in the focus groups, patrons were divided over whether they wanted a coffee and snack bar in the library. Some suggested it while other specifically opposed this idea.

Bathrooms were also a common issue raised by patrons with several complaining about the cleanliness of the bathrooms and some referring specifically to the use of the bathrooms by homeless people.

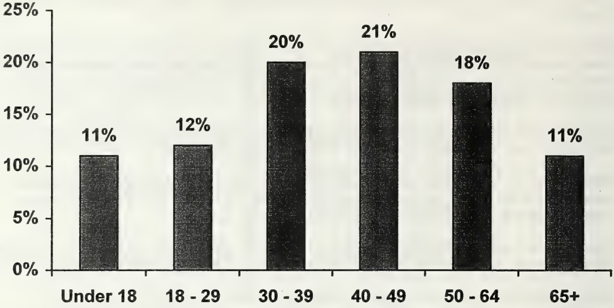
Patrons also mentioned the need to generally improve the upkeep of the exterior of the buildings. Several patrons indicated they specifically enjoy the exterior architecture of the building.

While the focus groups found popular support for the self-checkout at the library, many respondents were critical of this feature saying the separate receipt was easy to lose and made tracking the due dates of checked out materials difficult. Patrons also expressed frustration with the interlibrary loan process and asked that it be easier to use.

Physical library facilities which respondents focused on included the need for more parking, better seating and lighting, access for the disabled, and book displays. Some criticism of the fine structure and copiers was also noted.

Demographics

The age of survey respondents was evenly spread, similar to a classic bell curve.



44% of those who answered the survey were white or Caucasian. 26% of those who answered were Chinese. 5% said they were Latino while the remainder were a mixture of African-American, non-Chinese Asians, mixed, or refused to say.

Respondents represented an extremely well educated sample. 30% of the respondents were college graduates and another 29% said they had completed post-graduate work such as a Master or PhD. 16% said they had taken college classes but had not graduated while 6% had a high school or GED level education. 10% said they had not graduated from highs school.

29% said they had children living with them at home while 62% said they did not. 57% of respondents were female, 33% were male and 10% refused to state. 65% said they had internet access in their home while 28% said they did not. 35% of respondents said they did use the internet at the library while 57% said they did not use the internet.

San Francisco Public Library

Branch Library Focus Groups

Summary of Qualitative Research

May 15, 2001

dbr

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Research Overview

Background

In November, 2000, San Francisco voters passed Proposition A, a bond measure to refurbish and revitalize San Francisco's branch libraries. To better understand public opinion and prioritization of various branch library services and features, the San Francisco Public Library retained the services of David Binder Research to conduct both focus groups and polling research services. The project was structured so as to conduct the focus group research among various demographic subsets of branch library users, as well as some non-users, and to then use the focus group findings to structure both an on-site survey of branch library users.

Methodology

This document summarizes the results of the five focus groups conducted between April 24 and April 30 in the City of San Francisco. Four groups dealt with separate demographic subsets of library users including Teens (13-18), Generation Y (ages 19 – 24), parents with children still at home, and Seniors (over 65.) A fifth group was conducted consisting of San Francisco residents who had not used the library in at least the last year. Focus group participants were guided through a discussion of branch libraries beginning with a general assessment of the library, opinions about the particular branch library they use most, a discussion of library modernization, a specific questionnaire about library features, responses to specific potential changes at the library, and finally, a space allocation exercise.

Specific summaries of each of the focus groups, along with group composition charts and responses to the various exercises are included at the end of this report. Groups were conduced at two sites in San Francisco, Consumer Research and Fleishman Field Research. The schedule of groups is outlined below.

Group Composition	Site	Date and Time
Generation Y (ages 19-24) library users	Consumer Research	April 24, 2001 6:00 p.m.
Senior (65+) library users	Consumer Research	April 28, 2001 6:00 p.m.
Non-library users	Consumer Research	April 28, 2001 8:00 p.m.
Teen (ages 13-18) library users	Fleischman Field Research	April 30, 2001 9:00 p.m.
Library users with minor children at home (parents)	Fleischman Field Research	April 30, 2001 9:00 p.m.

Executive Summary

General Library Usage

Each discussion group began with a general overview of why patrons use the library and how often they go. Participants were asked which libraries they use and to differentiate between the main and branch library services they used.

Focus group participants reported a wide range of library usage patterns. Teens tended to use the branch libraries for school related activities or just "hanging out" while parents overwhelmingly reported their primary usage was for their children. Seniors and Gen. Y participants reported using the library often to research various topics of interest.

Participants generally indicated they were more likely to go to the main library for specific research projects, to locate complex reference material or to use a computer. Branch libraries were more likely to be used based on their proximity, and ease of access, or for particular language or ethnic collections some branches specialize in.

Without exception, every focus group clearly prioritized books as the first and foremost priority of the main and branch libraries. Participants consistently expressed a desire for more, up-to-date books. This was emphasized in the exercise in which teams were asked to allocate blocks of space to particular branch library functions. 43% of the total space allocated in these exercises was to adult and children's stacks.

Every group included participants who said they rely on the library for computer access, or have done so in the past. While younger, more computer savvy participants were critical of the age and condition of the computers. Some seniors showed enthusiasm for having computers in the library so they could learn to use them.

Branch Library Physical Improvements

Next, participants were asked to focus more specifically on the branch libraries and to grade them based on the branch library they used most often. Participants were then asked to brainstorm both physical library features and services which caused lead them to grade the library as they did.

Lack of space and poor physical maintenance generally emerged as the most common criticisms of San Francisco's branch libraries. Patrons saw the building exteriors as drab and uninviting, poorly landscaped and the doors as unwelcoming.

The most common suggestion for change was that the library provide more, comfortable, cushioned seating and lounging areas in which to read and browse material. Every group made this point with the parents seeming most adamant about the need for comfortable space so they could read to their children. Participants also regularly suggested improved natural lighting be incorporated into the library.

A handful of participants raised the issue of bathroom cleanliness as another fault of the branch libraries. Parents in particular worried that their children might be exposed to inappropriate behavior such as homeless persons bathing in the bathrooms or drug paraphernalia. Most participants preferred single-sex multi-stalled bathrooms over unisex single stall facilities. However, when asked in the space allocation exercise to choose between multi-stall single sex bathrooms and more space for books, the vast majority chose to allocate more space to books and sacrifice the larger bathrooms in favor of the smaller, unisex single stall bathrooms.

On-site coffee bars and snack foods received mixed support and opposition. Teens and some seniors tended to most strongly favor the on-site option while most others opposed it, fearing patrons would damage books with the food or that it would lead to another Starbucks, which they expressly named and disliked. Ironically, many participants also revealed they frequently spend time reading and browsing in Border's Books because it is more comfortable than the library and has on-site coffee and food.

Respondents frequently indicated a separate computer room was desirable to them. Computers ranked third overall in the space allocation exercise (12%) behind books (43%) and reading/browsing space (18%.)

Branch Library Service Improvements

The most common suggested improvement to library services was that the library have more up-to-date books, and that the library have multiple copies of popular titles.

Another common criticism of the library, more strongly heard from seniors and parents, is that the branch library hours are inconsistent and unpredictable. Participants regularly suggested increasing the amount and regularity of branch library hours.

A large number or respondents spread throughout the groups indicated they wished the branch libraries would engage in more community outreach, letting local neighborhoods know more about upcoming library events and functions.

Modernization vs. the Library of My Youth

Next, participants were asked to address the tension between the modernization of the library and the desire to keep "the library of my youth." The placement and use of computers was of particular importance in this section. Participants in most groups agreed the issue of modernizing the library was a complicated one. Generally, most participants said they wanted a modern library with modern books and well designed, well lit building.

A clear difference of opinion emerged between the two schools of thought with Gen. Y users in particular saying they valued an "old-school" feel to the library with particular emphasis on wood and a historical, book oriented environment. They specifically eschewed glass and metal material, a sentiment echoed in the library non-users group from which criticism emerged comparing the new Main Library to a hospital and a prison because of its layout and the choice of construction materials. However, teen library users actually suggested they wanted more metal in the library buildings.

Other library users indicated they wanted a modern library but one that emphasized books and restricted computer usage and access so as to not disturb library patrons who were reading quietly. These strategies included isolating computers from stacks and reading areas and limiting Internet use to non-chat room and gaming activities.

In the context of this discussion, participants clearly placed a high value on the atmosphere of the library and to this extent, again, they generally focused on a book-centered environment with plenty of quiet reading time.

Library Ranking Exercise

After the discussion of modernization, group participants were asked fill out a survey to rate several different aspects of the library. Generally, focus group participants agreed strongly that the library is safe, clean and has adequate space for children.

Respondents also agreed, though at weaker levels, that the library was inviting and welcoming, that patrons could usually find what they are looking for and that it was easy to find adequate places to sit, read and study.

Respondents were mixed when asked if the library had enough materials that are accessible to the public. Respondents were also mixed when asked if the library had enough computers that are accessible to the public. Participants agreed that the library staff are knowledgeable, professional, friendly and courteous.

Library patrons were not sure if there is adequate space in the library for teenagers.
Patrons strongly felt that the bathrooms are not clean or accessible. They also felt the library does not have adequate space for community meetings.

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	18	16	5	1	0
	32			1	
2. Is the library clean?	13	17	4	5	1
	30			6	
3. Is the library inviting and welcoming?	11	14	6	8	1
	25			**9**	
4. Is the library staff knowledgeable and professional?	15	13	10	2	0
	28			**2**	
5. Is the library staff friendly and courteous?	15	11	9	5	0
	26			**5**	
6. Are the bathrooms clean and accessible?	1	7	14	13	7
	8			**20**	
7. Does the library have enough books and materials that are accessible to the public?	4	12	10	11	2
	16			**13**	

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
8. Does the library have enough computers that are accessible to the public?	3	8	12	14	2
	11			**16**	
9. Is it easy to find adequate places to sit, read and/or study?	7	15	6	7	5
	22			**12**	
10. Does the library have adequate space for children?	13	14	8	2	2
	27			**4**	
11. Does the library have adequate space for teenagers?	2	8	18	7	3
	10			**10**	
12. Does the library have adequate space for community meetings	0	6	18	11	4
	6			**15**	
13. Can you usually find what you are looking for?	4	16	9	9	1
	20			**10**	

These responses do not include participants from the library non-users group, who where not administered the questionnaire.

Responses to specific library improvements

After the questionnaire was administered, participants were asked to provide feedback on a number of different potential changes to service at the branch libraries. A simple hands-up, hands-down voting mechanism was used to determine levels of support or opposition to each proposed change.

Co-location of branches with school libraries – generally, most groups opposed this idea on the premise that reading ought to be easily accessible in schools and concerns over the distance children would have to travel to get to the library. However, parents supported this idea saying it might ease school overcrowding.

Express checkout – group participants generally supported this concept. Some noted it has already been implemented at the Main Library. One parents noted her children really enjoyed the process of checking out their own books.

Self-Sorting returns – most respondents generally thought this was an acceptable option but expressed significant reservations that other patrons would not sort the books and would force library staff to do the work instead.

Combining children & adult non-fiction – this idea was overwhelmingly rejected by all the groups. Many felt the adult material would be confusing, overwhelming and inappropriate for children to have to wade through in order to find their own material. Others felt adults would be distracted from their quest for quiet reading time by children in the adult stacks.

Combining information with checkout – Most group participants rejected this idea out of the single concern that it would increase the time spent waiting in line. It should be noted that participants may have not fully understood this concept and assumed the information and checkout functions would be handled by the same staff.

Open reserves – Most groups also rejected this idea but again, possibly more through misunderstanding the concept than actual reservations about it. Some raised concerns that open reserves would lead to people taking books not intended for them. Others expressed privacy concerns that they didn't want people looking under the slips of paper on the spine to see what other people were checking out of the library.

Mail delivery of materials – Many respondents said this seemed like a good idea although they raised concerns about the cost of providing the service, the staff time required to package materials, and the enforceability of payment for the service.

Naming of building areas or collections for donors – Most focus group participants said this was a good idea and an effective fundraising tool. Some expressed concerns that the library as a public space should not have corporate sponsors on-site and one parent said she did not want the library to imprint corporate identity on her children. Still, naming collections for individuals or families seemed appropriate to most participants and some suggested it might be an inspiring feature for children to excel.

Restrooms – Generally, participants indicated they desired larger multi-stall single gender bathrooms. However, when forced to choose between these bathrooms and smaller unisex single stall bathrooms to make way for more books, an overwhelming majority of participants selected the smaller bathrooms. Concerns were raised over children being exposed to inappropriate activity in the bathroom as well as drug use and homeless activity in the bathrooms. Patrons generally gave bathroom cleanliness lower scores during the questionnaire section of the focus groups.

Computers – Generally, participants indicated they wanted a separate computer section, segregated from the rest of the library because of noise considerations. Patrons were critical of the noise some teens made using the computers and also expressed some distrust of computers as distractions from the book reading process. This was mainly true among seniors. Some younger library users indicated integrating computers throughout the library would make it easier to use them in research settings alongside other library resources. Still, during the grid space allocation exercise, participants tended to keep computers separate from the rest of the library.

Consistency of branch layout – Most groups tended to reject this option, most likely because they assumed a worse case scenario of identical building styles and content. Participants consistently expressed a desire for the branch libraries to reflect the ethnic and cultural composition of the surrounding neighborhood. Only the parents group expressed some interest in this approach indicating it may be possible for the library to retain neighborhood character but still have some general stylistic consistency to help patrons identify different library resources with more ease.

Library Space Allocation Exercise

The final element of the focus group was designed to measure the different trade-offs library patrons would make between different library elements and services when faced with limited space. Focus groups were divided into teams of two and then each team was given a piece of paper with a grid of 25 boxes on it. Teams were asked to "design" their own branch library, choosing elements from a list of different library features with numeric goals attached them. For instance, if computers were to be put in a separate room, they required four squares. If they were integrated into the rest of the library they only required three. Unisex, single-stall bathrooms occupied one square each while larger, single-sex multi-stall bathrooms took up much more space.

As noted previously, adult book stacks tended to be the highest priority in all groups, followed by children's stacks, computers and then an adult reading area. Respondents tended to keep computer resources separated from the rest of the library materials.

Respondents were mixed on the notion of setting aside a separate children's reading area. During the discussion phase of each group, participants expressed concern about the level of noise children sometimes introduce into the library. Parents were particularly committed to ensuring there is a separate reading area for children in the libraries.

Smaller, unisex bathrooms were generally selected in order to make way for space for more books. Most respondents were willing to combine the circulation and information desks to save space.

While participants often expressed interest in having some sort of community space for public meetings and events, during the space allocation exercise community meeting space was often completely dropped from the library layout.

Similarly, space for teens was often completely omitted from the layout suggestions in favor of more stacks of adult books.

The following chart illustrates the breakdown of responses.

Gen. Y	Seniors	Teens	Parents	Total	%	
37	36	30	37	140	28%	Adult stacks
19	18	15	22	74	15%	Children stacks
10	15	15	19	59	12%	Computers
18	14	6	10.5	48.5	10%	Adult reading area
11	9	9	9.5	38.5	8%	Child's reading area
8	7	11	9	35	7%	Unisex bathrooms
8.5	8	8	9.5	34	7%	Circulation desk
5.5	8	8	6.5	28	6%	Information desk
4	2	12	2	20	4%	Teen area
4	5	7	0	16	3%	Community room
0	0	4	0	4	1%	Multi-stall bathrooms
125	122	125	125	497	100%	

Parent Users Focus Group Analysis

This group was composed of eleven parents with children at home who use the library, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, general patterns of library usage, preferences for improvement, facility layout, and prioritization of library features. Participants were also asked to complete two written exercises to further explore their attitudes and beliefs about library facilities.

Focus Group Participants

	Gender	Library	Neighborhood	Visit w/ Kids	Kids Age	Ethnicity	Age
Alba C.	F	Glen Park, Noe Valley	Glen Park	Yes	10	Latina	26
Rashmi G.	F	Sunset	19th/Irving Branch	No	3 wks	Asian	32
Rette T.	F	Park, West Portal	Upper Haight	No	18	Cauc	58
Susan B.	F	Merced, Noe Valley	Noe Valley	Yes	10	Cauc	34
Shannon S.	M	Mission, Main	Hayes Valley	No	6 mos	Cauc	25
Elizabeth C.	F	Noe Valley, Eureka, Portola, Glen Park	Noe Valley	Yes	4,8	Cauc	35
Dominic D.	F	Excelsior/Presidio, Main	Haight	Yes	7,18 mos, 2 mo	Afr. Am	22
Geoff K.	M	Richmond	Russian Hill	Yes	3.5 yrs	Cauc	34
Betty M.	F	Western Addition	Western Addition	Yes	7, 2.5yrs	Cauc	39
Renee H.	F	Bernal Heights	Bernal Heights	Yes	5	Afr. Am/Latina	29
Charles C.	M	North Beach	Mission	Yes	9	Latino	58

General Usage

Most parents indicated they go to the library to provide reading services for their children more than they do for themselves. A minority of parents with younger children indicated the age of their children made using the library more difficult.

Branch Library Usage

- When asked to grade the branch libraries, most responded with a C. When asked to identify positive elements of the library, branches were described as friendly to kids, particularly the Noe Valley Branch. Staff were seen positively and computer access was also mentioned as positives. Programming such as LapSit was positively identified and parents indicated support for walled off, enclosed spaces in the library for children.
- A number of negative descriptors also emerged. Library facilities were described as : run-down, depressing and unwelcoming. Patrons expressed concern over limited book

selections and homeless persons on the premises. Others said there was too much emphasis on entertainment and not enough on reading. Others claimed the books were outdated and often missing. The bathrooms were described as dirty and inadequate. Some parents suggested installing changing tables in the bathrooms. Some said staff was unfriendly and seemed "annoyed". A significant element said there was too little comfortable space to sit and read to children. Others suggested the noise and chaos of the computer areas was disturbing and suggested fixing the headphones on the computers.

- Next, participants were asked to identify specific changes they would like to see made to the library. Suggested physical improvements included more space for books; more comfortable places for sitting and reading to children; cleaner, well-maintained bathrooms with separate stalls and changing tables for kids; featured shelving for new material such as "librarian picks"; and improved landscaping.

- One participant suggested creation of a library flag which would be used to identify branch libraries throughout the city.

- Suggestions for increased and improved services included new book readings (particularly by children's book authors), increased space for community meetings, presentation of children's films such as shorts and cartoons, presentations and performance by magicians and artists, development of an outreach class on how to use the library, geneology research services, focus of branch libraries on specific neighborhood identities and ethnicities, and as a deposit for historical pictures.

- One participant suggested the re-establishment of the Financial District business library.

Modernization

- When asked if the library was modern enough, participants quickly agreed there needed to be a balance between modern and traditional uses and resources and that "modern" itself was difficult term to define. Participants clearly placed an emphasis on books over other uses but also pointed out the library needed to have more modern and contemporary books. Some dislike of computer usage patterns emerged with some saying teen use of the library computers for Internet chatrooms and gaming should be abolished to ensure others have access to the computers. Some participants reiterated the need to make computer use a quieter activity at the library that would not bother other patrons.

- One participant, a mother with four children, indicated access to the computers at the library was very important to her as she needed them to hunt for career information, job listings and child-care.

- When asked to summarize the most important changes that could be made at the library, participants identified better lighting, more consistent hours, open and inviting doors, clean facilities and friendly staff.

Changes in Library Functions and Services

- Parents generally responded favorably to the co-location of school and branch libraries saying it would help school overcrowding. Other parents noted the branches may already be too small to absorb the collections from schools. Parents were supportive of the co-location of school libraries with a boy's or girl's club or senior center, so long as it means new space is being opened rather than old space being closed.

- Almost unanimous support emerged for the express checkout procedure, with one parent particularly noting that her children really enjoy the process.

- Self-sorting of library returns also received strong support with parents noting that even while some people may not bother to sort their books, any time saved up front would assist librarians in their work schedules.

- Parents strongly rejected the combining of children's and adult non-fiction collections, saying it would be too confusing to children to have to wade through the stacks of adult books looking for their children's books.

- Parents strongly opposed the combining of check-out and information desks on the basis that it would increase the amount of time spent waiting in line.

- A majority of parents supported the placement of reserved materials on a specific shelf with the reserver's name on the spine of the book but expressed a common concern that other patrons would take the book.

- Most parents were undecided though the group leaned against the use of the postal service to deliver books through the mail out of concerns that the library would not be able to collect the fee and that it's not worth the expense to provide the service.

- Parents were generally supportive of naming areas or naming collections for benefactors who provide funds for the library although this seemed more acceptable if they were individuals or families and not corporations. One parent specifically indicated they did not want the library to build brand loyalty in their kids.

- Parents strongly supported the notion of separate, multi-stall gender specific bathrooms. One woman expressed her desire to keep young girls away from older men in bathrooms. Another claimed in some existing single-stall library bathrooms, "junkie's use it to shoot up."

- By a vote of ten to one, parents supported segregating computers from the rest of the library and placing them in a distinct location within the library, mainly out of concern for noise.

- Participants were mixed in their response to a common layout and feel to the branch libraries saying they desired a non-homogenous layout and feel but that some consistency would help patrons to find materials more easily and quickly.

Questionnaire Responses

<table>
<tr><th></th><th>DEFINITELY <u>YES</u></th><th>PROBABLY <u>YES</u></th><th>NOT SURE/ <u>DON'T KNOW</u></th><th>PROBABLY <u>NO</u></th><th>DEFINITELY <u>NO</u></th></tr>
<tr><td>1. Is the library safe?</td><td>3</td><td>5</td><td>2</td><td>1</td><td></td></tr>
<tr><td></td><td colspan="2">8</td><td></td><td colspan="2">1</td></tr>
<tr><td>2. Is the library clean?</td><td>1</td><td>5</td><td>1</td><td>3</td><td>1</td></tr>
<tr><td></td><td colspan="2">6</td><td></td><td colspan="2">4</td></tr>
<tr><td>3. Is the library inviting and welcoming?</td><td>2</td><td>5</td><td>1</td><td>2</td><td>1</td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">3</td></tr>
<tr><td>4. Is the library staff knowledgeable and professional?</td><td>3</td><td>4</td><td>2</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">2</td></tr>
<tr><td>5. Is the library staff friendly and courteous?</td><td>2</td><td>5</td><td>3</td><td>1</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">1</td></tr>
<tr><td>6. Are the bathrooms clean and accessible?</td><td></td><td></td><td>3</td><td>4</td><td>4</td></tr>
<tr><td></td><td colspan="2">0</td><td></td><td colspan="2">8</td></tr>
<tr><td>7. Does the library have enough books and materials that are accessible to the public?</td><td></td><td>2</td><td>1</td><td>6</td><td>2</td></tr>
<tr><td></td><td colspan="2">2</td><td></td><td colspan="2">8</td></tr>
<tr><td>8. Does the library have enough computers that are accessible to the public?</td><td>1</td><td>3</td><td>2</td><td>5</td><td></td></tr>
<tr><td></td><td colspan="2">4</td><td></td><td colspan="2">5</td></tr>
<tr><td>9. Is it easy to find adequate places to sit, read and/or study?</td><td>2</td><td>3</td><td></td><td>3</td><td>3</td></tr>
<tr><td></td><td colspan="2">5</td><td></td><td colspan="2">6</td></tr>
<tr><td>10. Does the library have adequate space for children?</td><td>3</td><td>4</td><td>2</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">2</td></tr>
<tr><td>11. Does the library have adequate space for teenagers?</td><td>1</td><td>2</td><td>6</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">3</td><td></td><td colspan="2">2</td></tr>
<tr><td>12. Does the library have adequate space for community meetings</td><td></td><td>3</td><td>4</td><td>4</td><td></td></tr>
<tr><td></td><td colspan="2">3</td><td></td><td colspan="2">4</td></tr>
<tr><td>13. Can you usually find what you are looking for?</td><td>1</td><td>4</td><td>2</td><td>3</td><td>1</td></tr>
<tr><td></td><td colspan="2">5</td><td></td><td colspan="2">4</td></tr>
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Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Parent group 1	Parent group 2	Parent group 3	Parent group 4	Parent group 5	Parent Total	%
Adult stacks	8	5	9	8	7	37	30%
Children stacks	4	7	4	4	3	22	18%
Adult reading area	2		1.5	4	3	10.5	8%
Child's reading area	2		1.5	4	2	9.5	8%
Computers	4	4	4	3	4	19	15%
Unisex bathroom	2	3	2		2	9	7%
Circulation desk	1.5	2	3	1	2	9.5	8%
Community room						0	0%
Information desk	1.5	2		1	2	6.5	5%
Teen area		2				2	2%
Multi-stall bathroom						0	0%
	25	25	25	25	25	125	

Senior Users Focus Group Analysis

This group was composed of ten library users over the age of 65, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender, ethnicity and residence within The City. Participants were guided through a discussion of the main and branch libraries, addressing topics such as general patterns of usage, preferences for improvement, facility layout and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	*Gender*	*Library*	*Neighborhood*	*Ethnicity*	*Age*
David O.	M	Main/Eureka Valley	Tenderloin	Cauc	65
Ted B.	M	Main/Eureka Valley	Lower Haight	Cauc	65
Virginia G.	F	Bay View	Hunter's Point	Afr. Am.	66
Leatrice B.	F	Taraval, Main	Sunset	Native Am.	65
Joseph S.	M	Merced	Park Merced	Cauc	65
Diane P.	F	Chinatown, Main	Russian	Armenian	66
Raul R.	M	Marina, Main	Marina	Latino	71
Naomi H.	F	West Portal, Main	West Portal	Cauc	66
Cecilia C.	F	West of Twin Peaks	West Portal	Asian	68
Dr. Mark R.	M	Western Addition	Western Addition	Cauc	69

General Library Usage

Senior branch library users indicated they used the library as often as a few times a week to as seldom as four times a year. They noted that they were more likely to use the Main Library rather than the branches for items such as videos and periodicals and to research historical events or other items in greater detail.

Branch Library Usage

- Participants were asked to grade branch libraries, and responses ranged from an “A” to a “C”, on an scale of “A” through “F”. Inconsistent hours, uncomfortable seating and direct comparisons with Border’s books were the most common criticisms resulting in a lower grade for the branch libraries.

- When asked to identify positive aspects of branch libraries, respondents consistently mentioned that they found library staff to be both helpful and friendly and that they were learning about computers, many for the first time. Some participants stated they had received specific help and training from library staff in basic computer usage skills.
- Negative responses to the library centered on inconsistent hours at the branch libraries, and uncomfortable environmental factors such as too little space, unused space, uncomfortable chairs and poor temperature regulation (usually described as being “too hot”.)

- When asked to suggest physical improvements to the library, participants suggested better temperature regulation, enlarging facilities, providing better photocopying services, more comfortable chairs and adding an auditorium for poetry reading, community films and other performance art space.

- Suggested service enhancements to the library included reducing noise levels, not disposing of books, increasing library hours and increase staff accordingly, providing computer classes, adding DVD's and audio books (particularly for the blind) and increasing kids programming (particularly for teens). Increased focus on those with reading disabilities, clearer delineation of subject matter and on-site surveys for patron feedback were also suggested.

- Some participants suggested on-site coffee and snack services but a majority disagreed, worrying about spills and other messes produced by food in the library. Specific criticisms included concerns about smell, damage to books, and general distraction from the reading environment.

- Participants were supportive of a CD listening station so long as it remained separate from the reading areas of the library, once again, out of concern for distraction from the focus on reading.

Modernization

- When asked about the dynamic of modernizing the library vs. preserving the "library of my youth" general agreement existed that the library must modernize and stay abreast of emerging information technology. This sentiment extended to desire among participants to become more computer savvy. However, participants voted overwhelmingly to prioritize books over computer space. There was widespread agreement that the issue of balancing technology and books would be difficult to resolve.

Changes in Library Functions and Services

- General soft support emerged for combining branch libraries with school libraries with identified advantages being enhancing the literacy rate among children, pulling children away from videogames and the joy senior patrons would feel seeing children in the library. However, participants strongly agreed that a library in a senior center joined with a girls and boys club would be a better idea.

- Express checkout received unanimous support due to its time saving potential and the freeing up of staff time to help patrons.

- Self sorting of returns received general support (7-3, 1 undecided), as they were troubled with the potential of materials being mixed up and fines not being paid when materials are returned late.

- Participants opposed the mixing of adult and children's non-fiction almost unanimously saying both adults and children would be discouraged from using the stacks and that the height demands of shelving space was different for the two groups.

- Combining circulation with the information desk was generally opposed out of concern it would increase the amount of time patrons spent standing in line.

- Participants unanimously rejected the option of open reserves out of privacy concerns as well as the ease in which that other patrons could take the books off the shelves and disregard the reservations.

- Mailing library materials to the disabled received strong support although there was some apprehension about who else might get access to this service, as well as questions about trusting the post office with library materials.

Questionnaire Responses

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	9	1	0	0	0
2. Is the library clean?	7	3	0	0	0
3. Is the library inviting and welcoming?	4	3	2	1	0
4. Is the library staff knowledgeable and professional?	7	3	0	0	0
5. Is the library staff friendly and courteous?	6	3	1	0	0
6. Are the bathrooms clean and accessible?	1	4	3	1	1
7. Does the library have enough books and materials that are accessible to the public?	2	5	1	2	0
8. Does the library have enough computers that are accessible to the public?	0	3	2	5	0
9. Is it easy to find adequate places to sit, read and/or study?	1	4	3	1	1
10. Does the library have adequate space for children?	2	7	1	0	0
11. Does the library have adequate space for teenagers?	0	2	4	2	1
12. Does the library have adequate space for community meetings	0	2	5	3	0
13. Can you usually find what you are looking for?	2	6	1	1	0

Results of Space Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Seniors group 1	*Seniors group 2*	*Seniors group 3*	*Seniors group 4*	*Seniors group 5*	*Seniors Total*	*%*
Adult stacks	5	6	9	6	10	36	31%
Children stacks	5	2	4	2	5	18	15%
Adult reading area	2	6	0	6	0	14	12%
Child's reading area	1	0	0	5	3	9	8%
Computers	4	3	1	3	1	12	10%
Unisex bathroom	2	1	2	1	1	7	6%
Circulation desk	2	1.5	2	1.5	1	8	7%
Community room	1	0	3	0	1	5	4%
Information desk	2	1.5	2	1.5	1	8	7%
Teen area	1	0	0	0	0	1	1%
Multi-stall bathroom	0	0	0	0	0	0	0%
	25	21	23	26	23	118	

Non-Users Focus Group Analysis

This group was composed of eight library non-users, recruited randomly from lists of San Francisco residents. The group was generally balanced by gender, ethnicity and residence within The City. Participants were guided through a discussion of library usage including a general explanation of why they do not use the library, along with preferences for improvement and prioritization of library features. Participants were also asked to complete one written exercise to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	*Gender*	*Neighborhood*	*Library Experience*	*Ethnicity*	*Age*
Winny LI	F	Outer Mission	never–no interest	Asian	27
David C.	M	Ingleside	never–no interest	Asian	30
Edwin R.	M	North Point	has been	Latino	33
Karen S.	F	Russian Hill	never–no interest	Latina	34
Tim W.	M	Mission	never–no interest	Caucasian	40
Alaine C.	F	Richmond	opening	Caucasian	44
Deborah V.	F	SOMA	never–Internet	Af. Am	51
Patricia C.	F	Embarcadero	opening	English	51

General Library Usage

- Several respondents in this group indicated they preferred small bookstores to the library, for a variety of reasons including: the bookstores are more current than the library, easier to access, more comfortable, and more reputable. Several participants indicated they had attended readings at bookstores recently.

- Participants indicated they relied on the Internet for information instead of the library and they were more likely to purchase a book they wished to read than to borrow it from the library.

- Six of the eight participants had used a library at some point but had not returned in at least the past year.

- Strong emotional criticism of the new main library emerged from a minority of participants, who described it as being "too corporate", difficult to find materials in, not committed to reading and that the art and sculpture inside were of poor taste.

- Other reasons for not using the library included not having enough time because of parental obligations, and not liking the pressure to return the books. When asked to summarize why they do not use the library, two participants said it was because they disliked the main library, three said it was because the library is not current and five said it was because there are other, better places to find information and materials.

- Several participants voiced strong opinions that they were supportive of the library as a social institution and believed it was important but that it served a different socio-economic group than the one in which they saw themselves. They voiced support for library bond measures and indicated they would continue to support the library. These respondents indicated the library was more important for younger, less affluent residents and students who needed free access to information.

- When asked what would motivate them to visit the library, some participants indicated that a social environment, such as a book club or author's reading would be attractive. Another indicated that making the library a better resource for parents and children would be helpful. Others pointed to the library as a source of old, archived material, which is not available on the Internet as another reason they would consider using the library.

Branch Library Usage

- When asked to grade the branch libraries specifically, six graded them a C, one graded them a C- and one graded them a D. The most common criticisms of branch libraries were that the facilities appeared old, dirty, unkempt and not cared for. Other descriptors for the branch libraries included places for people who have nowhere else to go, "hold-overs from a failed past", and mausoleum-like.

- When asked to suggest improvements to the branch library, participants said they wanted to make the library more "inviting, warm and human." Participants also suggested better hours, more help finding material, better maintenance, and warm lighting, "human space scaled for me", quiet pools of light, and more printed materials.

Modernization

Participants in this group discounted the notion that there is an inherent conflict between technology and books. Instead, they believed a balance could be struck between books and technology. However, they still maintained that the priority ought to be books over technology.

Changes in Library Functions and Services

- Participants in this group had mixed responses to the various proposed changes in library services including more comfortable seating, more quiet study space, a separate computer room, and a computer training class. While a handful were softly positive on these ideas, most declined to side either way. Stronger support emerged for a "virtual relationship" with the library in which patrons could access more library material through the Internet. Many of these participants seemed tech savvy.

- Co-location of school libraries at branches received mild response, although one participant expressed reservations about taking libraries out of schools.

- Express checkout was generally seen as a good idea by most participants.

- Naming collections and areas or the library for major donors was generally seen as a positive idea, although the division between individuals vs. corporate emerged here as well.

- Non-users indicated they believed the library needed to market itself more aggressively and perform more outreach to underserved communities.

Questionnaire Responses

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	5	2	1		
		7			
2. Is the library clean?	3	5			
		8			
3. Is the library inviting and welcoming?	2	5		1	
		7			
4. Is the library staff knowledgeable and professional?	4	4			
		8			
5. Is the library staff friendly and courteous?	2	5			
		7			
6. Are the bathrooms clean and accessible?	3	3	2		
		6			
7. Does the library have enough books and materials that are accessible to the public?	4	5			
		9			
8. Does the library have enough computers that are accessible to the public?	2	5			
		7			
9. Is it easy to find adequate places to sit, read and/or study?	3	4	1		
		7			
10. Does the library have adequate space for children?	4	2	2		
		6			
11. Does the library have adequate space for teenagers?	1	2	3	2	
		3			
12. Does the library have adequate space for community meetings		2	4	1	1
		2		2	
13. Can you usually find what you are looking for?	3	4	1		
		7			

This group was composed of ten library users between the ages of 18 and 25, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, addressing topic such as general patterns of usage, preferences for improvement, facility layout, and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

	Gender	*Libraries Used*	*Neighborhood*	*Ethnicity*	*Age*
Roxanne D.	F	Main/Marina	Pacific Heights	Asian/Cauc	20
Erica H.	F	Main	Noe Valley	Af Am/Cauc	20
Christian F	M	Main/North Beach	Nob Hill	Cauc	24
Norie M	F	Main	Sunset	Filipino/Mexican	20
Meredith E	F	Main/Noe/Ocean View/W Portal/Presidio	Hayes Valley	Cauc	24
John T	M	Main/Haight	Bay Shore	Cauc	20
Josh S	M	Main	Upper Haight	Cauc	24
Ashley B	F	Main/Presidio	Mission/Dolores	Cauc	20
Eleazar T	M	Mission	Mission	Latino	19
Michiko T	F	Noe Valley	Noe Valley	Asian	23
Olga P	F	Harvey Milk, Main	Mission/Dolores	Cauc	20
Jason L	M	Sunset	Sunset	Asian	22

General Library Usage

- Not surprisingly, Internet access was important to these participants and they frequently pointed to the lack of web access at branch libraries as a negative. The age and speed of the computers and the limited time accessibility were also mentioned. Most seemed to agree that the computers should be separated from the rest of the library although during the space allocation exercise, some groups chose to conserve space by spreading computers through the library rather than keeping them separate.

- Significant emotional response emerged around the issue of "atmosphere" in the library. Along with more lighting and better ventilation, participants also indicated they wanted to retain an "old school" feeling, wherein library patrons feel surrounded by stacks of books and quiet. Respondents were sensitive to noise issues, particularly related to small children, and, as a result, did not want to mix child and adult collections. More couches and lounge space were also mentioned as necessary elements to foster a relaxed atmosphere.

Branch Library Usage

- Overall, the branch libraries were rated a "B", on a scale of A-F. Participants generally agreed that poor computer access, limited space, and lack of resources as extensive as those at the Main Library prevented them from giving the branch libraries an "A". However, some respondents noted that particular branch libraries had good collections of foreign language materials reflecting the character of surrounding ethnic neighborhoods.

Changes in Library Services

- Respondents generally voted in support of integrating school libraries with branch libraries, though important reservations were raised. As was aforementioned, some participants objected to the level of noise this would possibly add to the branch library and others objected to eliminating libraries in the schools themselves.

- Express checkout was also strongly supported. Respondents suggested having more than one checkout line. However, it was mentioned that multiple checkout lines could be confusing to some patrons, and suggested it was may be too chaotic.

- Respondents also responded negatively to the proposed combining of the checkout and information desks, as it would only hinder both processes. It is important to note, however, that the participants remained open to the idea for space saving reasons.

- Self-sorting of returns was met with cynicism. These participants suggested people were too lazy to sort books themselves and would just end up putting them in any available slot forcing staff to do the sorting themselves. In an effort to facilitate the process, one participant suggested color-coding materials with stickers.

- Combining the children's and adult collections was met with strong negative response. Participants indicated the system would be confusing for both children and adults. There was also apprehension that having the children in the adult stacks would increase noise, and, as a result, frustrate adults. A concern was also raised that it may overwhelm to the children as well.

- Open reserves were also met with skepticism and confusion. Respondents seemed unable to understand the concept and rejected it. Most thought other patrons would simply take the materials for their own use anyway. Some concern was noted over the placement of names on the spines of books.

- Mail delivery of books was softly positive though group members were worried that it would increase demands on staff time to package material for mailing.

- While initial reaction to corporate naming privileges as a fundraising mechanism was positive, it turned strongly negative after being discussed with one respondent calling it "sleazy". Participants indicated they want a "neutral" space and expressed reservations about the potential for censorship, which they thought was inherent with corporate sponsorship, citing Borders Books as an example. However, respondents remained open to the concept of naming facilities after specific people and donors.

- Most agreed they preferred larger multi-use bathrooms without lines. However, participants had little reservation limiting the size of bathrooms, opting to use unisex single stall bathrooms in the space allocation exercise instead of larger, gender specific multi-stalled bathrooms.

- During the exercise to determine preferences for space layout, most participants chose to prioritize adult stacks ahead of everything else, followed by children's stacks. Community space and multi-stall bathrooms were the most common sacrifices made. Some also made decisions to combine the information and circulation desks. It should be noted that there were inconsistencies between preferences for the layout of libraries and the decisions made when forced to allocate space in this exercise.

- Respondents indicated they did not want branch libraries to all have consistent layouts. Instead, they preferred buildings with unique layouts reflecting the character of the specific neighborhood in which the branch is located.

- Other suggestions for improvement included establishing closer relationships between the library and teachers to enhance the relationship between students (K-12) and the library. One person also suggested establishing more opportunities for internships and job opportunities for youth at the library.

Responses to Questionnaire

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	5	2	3	0	0
2. Is the library clean?	2	5	1	2	0
3. Is the library inviting and welcoming?	3	3	1	3	0
4. Is the library staff knowledgeable and professional?	4	3	3	0	0
5. Is the library staff friendly and courteous?	5	2	3	0	0
6. Are the bathrooms clean and accessible?	0	2	4	5	1
7. Does the library have enough books and materials that are accessible to the public?	1	3	5	1	0
8. Does the library have enough computers that are accessible to the public?	1	2	3	1	2
9. Is it easy to find adequate places to sit, read and/or study?	2	3	3	1	1
10. Does the library have adequate space for children?	4	0	4	0	1

DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO

11. Does the library have adequate space for teenagers?	1	2	5	0	1
12. Does the library have adequate space for community meetings	0	0	7	1	1
13. Can you usually find what you are looking for?	1	3	3	2	0

Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

Overall, as was mentioned above, the groups consistently shirked away from community meeting space and multi-stall bathrooms and prioritized adult stacks and reading materials ahead of everything else. They also showed regular comfort with combining the circulation and information desks to conserve space.

	Gen. Y group 1	*Gen. Y group 2*	*Gen. Y group 3*	*Gen. Y group 4*	*Gen. Y group 5*	*Gen. Y Total*	*%*
Adult stacks	6	8	8	8	7	37	31%
Children stacks	3	5	4	2	5	19	16%
Adult reading area	5	0	2	4	4	15	13%
Child's reading area	2	0	2	5	2	11	9%
Computers	4	2	2	0	2	10	8%
Unisex bathroom	2	2	2	1	1	8	7%
Circulation desk	0.5	3	0.5	1.5	2	7.5	6%
Community room	0	3	1	0	0	4	3%
Information desk	0.5	0	0.5	1.5	2	4.5	4%
Teen area	1	0	0	1	0	2	2%
Multistall bathroom	0	0	0	0	0	0	0%
						118	

Teen Users Focus Group Analysis

This group was composed of ten teenage library users, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, general patterns of usage, preferences for improvement, facility layout and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	Sex	Library	School	Ethnicity	Age
Jessica L.	F	9th/Lick Wilmerding High School	Main Branch and Noe Valley Branch	White	15
Nicholas P.	M	9th/Abraham Lincoln High School	Main Branch and Ortega Branch	White	15
Randy N.	M	9th/Phillip and Sala Burton High School	Main Branch and Excelsior Branch	Latino/Hispanic	14
Adrian V.	M	12th/Abraham Lincoln High School	West Portal Branch and Parkside Branch	Asian American	17
Christopher H.	M	12th/Sacred Heart Cathedral High School	Main Branch and West Portal Branch	White	17
Eboni V.	F	10th/Leadership High School	Bernal Heights Branch	African American	16
Stephanie S.	F	9th/Katherine Delmar High School	Marina Branch	White	14
Gabriella P.	F	12th/Lowell High School	Main Branch/West Portal Branch and Oceanview Branch	White	18
Lia W.	F	12th/Lowell High School	Main Branch/Glen Park Branch/West Portal Branch	White	18
Ellington C.	M	12th/Sacred Heart Cathedral High School	Main Branch	Asian American	18

General Library Usage

- The focus group began with a discussion of the various reasons teens used the library. Responses included quiet school related research, because they forgot a book at school, to kill time, to use the bathroom, for pleasure reading, to get CD's, to access non-English media, and to make photocopies. When asked to choose between reasons they used the library, 6 said for school work and 3 said for pleasure.

- When asked if they would continue to use the library once they were done with school, teen participants quickly responded that they thought the library was outdated and would need to be modernized in order to hold their attention after graduation.

Branch Library Usage

- When asked to grade the branch libraries, most teens gave it a B with A- and C+ being the highest and lowest scores given. When asked to elaborate on why they didn't all give the library an A, participants said the library was "not exceptional" and described it as "gloomy" and "uncomfortable" both in terms of atmosphere and seating. Other criticisms included that the library was cold and had poor lighting, that they had trouble finding material and that at the main they had trouble getting attention from staff.

- Strong positive response emerged over the fact that patrons under 17 don't have to pay library fines except on videotapes although participants disputed that the policy was consistent across branch libraries.

- When asked to suggest physical improvements to the library, respondents suggested several, including: better natural lighting, padded seating, improved bathrooms, art installations on the walls of the library and more up-to-date books.

- Other service improvements included providing community space for teen support groups on cancer, AIDS, and eating disorders, providing teen day care services for young moms, career planning resources, and book clubs. Some dissent emerged here with some teens questioning whether they would use these services if they existed although others indicated they definitely would use the services.

Modernization

- In direct contrast to other groups, teens suggested they would like having a Starbucks or some other coffee shop in the library. They also specifically suggested using more metal in the library architecture rather than wood. Some disagreement emerged on this topic as others pointed out metal is "colder" than wood. Still, there was not strong consensus that the library ought to have an old-school, wooden atmosphere.

- Teens were asked to comment on the general tension between an old-fashioned library and a modern facility. They clearly prioritized updated books as the most important aspect of the library. This was linked to the library as a research facility rather than as a place to check out books.

Changes in Library Functions and Services

- Teens were also more likely to want larger multi-stalled bathrooms rather than the unisex single stall option. They also raised objections to the single sheet toilet paper used at some branch libraries and suggested traditional rolls of toilet paper were preferable.

- Suggested improvements to library service included adding more staff, putting paperback books on shelves instead of in spinning racks, and modernizing the computers.

- Teen respondents were confused about the need and workability of 24-hour librarian assistants available through the Internet and generally opposed the idea.

- Soft support emerged for a library service which faxed information or articles to library users.

- Teens also indicated it was important to have specific space set aside for children in the library and suggested establishment of a separate room to contain noise. Teens recited fond memories of library services they enjoyed as children including being read to and participating in basic theater.

- When asked to prioritize improvements to the library, comfortable seating, a coffee shop and longer hours were generally identified as most important. As in other groups, some participants indicated they are more likely to read and study at Barnes and Noble than at the library because the bookstore has more comfortable seating than the library.

- When asked to describe how the teen area at the Main Library ought to be configured, participants indicated they did not desire absolute silence but wanted a little "white noise" in the background, although there was some disagreement about this. Others indicated the level of quiet in the library made them uncomfortable and embarrassed to cough or sneeze.

- Some suggested onsite college counselors.

- Teens were neutral or opposed to the co-location of branch libraries and indicated they thought it was important to keep libraries in public schools.

- Teens unanimously supported the express checkout idea but suggested it may not be necessary at branch libraries, only at the main.

- Participants were neutral or supportive of self-sorting returns, expressing similar concerns as in other groups that library patrons would lazily just drop all the books in the same slot without sorting them. However, they indicated it was more important to do whatever the librarians wanted to do.

- Participants unanimously opposed the combining of the adult and children's non-fiction collections.

- Strong opposition emerged to the combining of the information and checkout desks out of concern that it would increase the amount of time spent waiting in line.

- Teens were generally neutral on the proposed "open reserves" concept, generally failing to understand how it would work or what need existed for it.

- Unanimous support emerged for postal mailing of materials although it was quickly followed by statements of concern over the reliability of the post office and statements they were personally unlikely to use the service.

- Strong support existed for naming spaces and collections after major donors.

- Teens strongly supported the use of gender specific multi-stalled bathrooms.

- Teens believed computers ought to be integrated throughout the library so they could be used in tandem with other research materials. They also suggested having some computers as dedicated catalog searching stations without Internet access to prevent web access from blocking the use of the library catalog search function.

Questionnaire Responses

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	1	8			
2. Is the library clean?	3	4	2		
3. Is the library inviting and welcoming?	2	3	2	2	
4. Is the library staff knowledgeable and professional?	1	3	5		
5. Is the library staff friendly and courteous?	2	1	2	4	
6. Are the bathrooms clean and accessible?		1	4	3	1
7. Does the library have enough books and materials that are accessible to the public?	1	2	3	2	
8. Does the library have enough computers that are accessible to the public?	1		5	3	
9. Is it easy to find adequate places to sit, read and/or study?	2	5		2	
10. Does the library have adequate space for children?	4	3	1		1
11. Does the library have adequate space for teenagers?		2	3	3	1
12. Does the library have adequate space for community meetings		1	2	3	3
13. Can you usually find what you are looking for?		3	3	3	

Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Teens group 1	Teens group 2	Teens group 3	Teens group 4	Teens group 5	Teens Total	%
Adult stacks	6	4	8	6	6	30	24%
Children stacks	2	3	4	4	2	15	12%
Adult reading area	2		2		2	6	5%
Child's reading area	2	3	2		2	9	7%
Computers	2	3	3	3	4	15	12%
Unisex bathroom		4	2	2	3	11	9%
Circulation desk	1.5	1.5	2	2	1	8	6%
Community room		3		4		7	6%
Information desk	1.5	1.5	2	2	1	8	6%
Teen area	4	2		2	4	12	10%
Multi-stall bathroom	4					4	3%
	25	25	25	25	25	125	

Appendix

San Francisco Public Library
Branch Library Focus Group Users
Discussion Guide

1. Introduction -- [0:00, 10 minutes]

A. Introduce self and greet participants

B. Explain moderator's role — to guide discussion

C. Explain the videotaping, audio-taping, and observers next door

D. Ground rules: Participation, Candor, willingness to disagree, Respect for each other's opinions, One person speak at a time (in a voice at least as loud as mine) no side conversations

E. Have participants introduce themselves, first names only, and answer four questions:

1. What neighborhood of San Francisco do you live in?
2. In what city were you raised?
3. How many people live in your household?
4. What is your favorite book or magazine?

2. General Library Usage – [0:10, 10 minutes]

A. INTRODUCE TOPIC: As you may know, last November San Francisco voters passed a bond measure to provide funds to renovate San Francisco's branch libraries. The public libraries are now going through a planning process as a result of this branch renovation bond, and these focus groups are one vehicle by which we are getting input from library users.

B. We would like to start by asking you which libraries you most frequently visit? (GO AROUND TABLE. IF NECESSARY, ENSURE THAT RESPONDENTS CONSIDER BOTH MAIN AND ANY BRANCHES IN THEIR RESPONSE.) About how often do you visit San Francisco's libraries? (DIFFERENTIATE BETWEEN NUMBER OF VISITS TO THE MAIN AND NUMBER OF VISITS TO BRANCH LIBRARIES.)

C. (CHOOSE A RESPONDENT WHO GOES TO BOTH THE MAIN AND A BRANCH.) Give an example of when you choose to go to the Main and when you go to a branch. (FOLLOW-UP AND ADDRESS TO OTHERS:) What are the circumstances in which you will visit the Main Library rather than a branch library? What are the circumstances in which you will visit a branch library rather than the Main?

3. Branch Library Usage – [0:20, 15 minutes]

A. Now why I know you have not visited San Francisco's public libraries lately, I'm curious about your perception of them. Overall, how would you rate San Francisco's public libraries, just based on what you think or have heard or read? (USE GRADING SCALE OF "A-B-C-D-F".) (TABULATE RESPONSES.) What caused you to give San Francisco's public libraries the rating you did?

B. Just your perceptions.... what are the good things about San Francisco's public libraries that you have heard about or assume? (CHARTPAD.)

C. What are the bad things about San Francisco's public libraries that you have heard about or assume? (CHARTPAD.)

D. Now let's talk about improvements. If you were in charge of making physical improvements to San Francisco's public libraries, what would you work on first? (PROBE: What suggestions do you have to improve San Francisco's public libraries? What about access for the disabled? A separate room for computers? Rooms for programs and activities? A quiet study area? Lounge seating and couches? Would any of these make you more likely to visit San Francisco's public libraries?)

E. Now let's think about new services that could be provided by San Francisco's public libraries that you would like. What new services should San Francisco's public libraries provide? (PROBE: What about interactive librarian assistance on the Internet 24 hours a day? Ordering information or materials that could be sent to you via fax or the Internet? What about new programs for children? For teenagers? For adults? What about neighborhood history archives at branch libraries?

4. Modernization vs. Library of My Youth– [0:35, 10 minutes]

A. Now we are going to continue to talk about how we might improve San Francisco's branch libraries... but first let me ask you ... do you believe San Francisco's branch libraries should be modernized, or are they already too modern, or are they about right as is? (GET SHOW OF HANDS.) (PROBE: What makes you say that? In what ways are they too modern? In what ways should they be more modern?)

B. Some people say that libraries need to reflect the technological revolution, become more computerized themselves, and provide space and educational opportunities for those who want to use computers but do not have other access. Others say that libraries should remain true to their tradition and should, as its top priority, serve those who want to read. Which point of view is closer to your own? How should libraries balance the needs of those who want to use computers and those who want to read books? Can they adequately serve both needs?

5. Branch Library Assessment – [0:45, 10 minutes]

HAND OUT QUESTIONNAIRE TO BE DESIGNED

A. Now I would like to ask you to evaluate the current design of the branch library you most often visit. Please rate the following attributes of the branch library you use most often: (USE SCALE: "DEFINITELY YES," "PROBABLY YES," "NOT SURE/DON'T KNOW," "PROBABLY NO," "DEFINITELY NO.")

    1. Is the library safe?
    2. Is the library clean?
    3. Is the library inviting and welcoming?
    4. Is the library staff knowledgeable and professional?
    5. Is the library staff friendly and courteous?
    6. Are the bathrooms clean and accessible?
    7. Does the library have enough books and materials that are accessible to the public?
    8. Does the library have enough computers that are accessible to the public?
    9. Does the library have adequate places to sit, read and/or study?
    10. Does the library have adequate space for children?
    11. Does the library have adequate space for teenagers?
    12. Are there too many community meeting spaces, too few, or the right amount?
    13. Can you find what you are looking for?

B. Which items on the questionnaire are most important to you? (NOTE: DO NOT DISCUSS EACH ITEM, ONLY THOSE ITEMS WHICH RESPONDENTS SAY ARE MOST IMPORTANT TO THEM.)

6. Reactions to Suggested Changes [0:55, 45 minutes]

Now I would like to get your reactions to some suggestions that people have made regarding improvements to San Francisco's branch libraries.

A. Co-Locating Branch Libraries and School Libraries
Some branch libraries are located close to public schools. Some people have proposed merging school libraries with branch libraries to ease school overcrowding and to introduce more children to the public library. This means groups of children will be visiting branch libraries with teachers, and also means that some children may visit the branch libraries on their own during lunch periods. Is this a good idea or a bad idea? (PROBE TO DETERMINE POSITIVES AND NEGATIVES OF THIS IDEA.) (PROBE FURTHER: What about other possible partnership situations? For example, a branch library may be on the first floor of a senior housing complex, or a library may share a building with a boys or girls club or other recreational function. Are these good ideas or bad ideas? Explain.

B. Express Check-Out
Some people have proposed an express self check-out, in which library users would place their library cards into a machine along with the books or videos they seek to check-out, and the machine would automatically code that you have checked the materials out, and provide you with a slip of paper showing the name of the material and its due date. This would be an optional service in addition to the traditional check-out done by library staff. Is this a good idea or bad idea?

C. Self-Sorting Returns
Some have proposed two or three return slots where users would sort the materials they return to the library. For example, they have one return slot for adult books, one for children's books, another for audio/visual materials. (IF NECESSARY, GIVE REASONS ON BOTH SIDES: Supporters say this will get materials back on the shelves faster, would free up librarian and staff time to help individuals with a question. Others say that the public shouldn't have to do any more work when returning library materials.) What do you think... Is this a good idea or a bad idea? Why?

D. Combining Children and Adult Non-Fiction
Some have proposed combining children and adult non-fiction books in one section. (IF NECESSARY, GIVE REASONS ON BOTH SIDES: Supporters say that this would save space and would allow non-fiction reading to anyone regardless of age. Others say that children should look for books in their own area and should not be browsing the stacks with adults.) Is this a good idea or a bad idea? Why?

E. Combining The Information Desk with Check-Out

Some have proposed combining the information desk with the circulation desk. (IF NECESSARY, GIVE REASONS... Supporters say this would save space and that all users would know where to go to get questions answered and check-out books. Others say that this would might create more congestion and slow-down the check-out process.) Is this a good idea or a bad idea? Why?

F. Open Reserves

Some have proposed that, instead of holding reserved books for individuals behind the circulation desk, reserved books be put in an open area in which users may retrieve their own books. The spine of the book would be covered with the name of the person holding the reserve so that the general public would not see who has reserved what book. (IF NECESSARY, GIVE REASONS... Supporters say this would save staff time and make it easier and quicker for users to check-out reserved materials. Others say they don't want their reserved books out in the open with their names on them, and prefer the current method of checking out reserves.) Is this a good idea or a bad idea? Why?

G. Mail Delivery of Materials

Some have proposed that, for a $3 fee, the library could provide mail delivery for books, videos or other materials to your home. This fee would be waived for persons with disabilities if they provide a doctor's verification. Is this a good idea or a bad idea? Why? PROBE: Would you use this service if it were available? How much would you pay for such a service per use?

H. Naming of Building Areas or Collections for Donors

Some have proposed that certain areas of the libraries, or certain collections of materials be named for major donors to the library, for example, the Gates Training Lab, or the Osher Computer Lab. Is this a good idea or a bad idea? Why?

I. Restrooms

Some have proposed that each branch library have unisex restrooms with locks on the doors so that only one person can use the restroom at a time. Others have proposed having larger restrooms, one for men and one for women, with the capacity to serve more than one person at a time. Which do you prefer? Why?

J. Segregating Computers from Reading Rooms

Some have proposed that most computers in branch libraries be set apart in their own room, with the exception of some staying in the reference and children's areas. Others say that libraries have limited space and there is no need to have a separate room for computers. What do you think? (PROBE: What problems might occur if computers were placed in the reading rooms? What are the benefits to having computers in each room rather than segregated in a separate room?)

K. Making Branch Libraries Consistent in Layout, Organization and Signage

Some have proposed that branch libraries be designed similarly, with easy to read signs that tell people where to go for various services or types of materials. The libraries would have consistent organization of the collection, building layout, and access of materials and services. Is this a good idea or bad idea? Why? (PROBE: Do you have difficulty finding the section of the library you want? Do you know where to go to find what you want? If you use more than one library, does it matter if they arrange their collections differently?)

7. Exercise: Branch Library Design Priorities [1:40, 20 minutes]

Break up the respondents into two or three groups, and give them a worksheet similar to that on the next page. Instruct them to "design" library space by drawing on the sheet of paper. Tell them that they have 25 "blocks" and that they need to squeeze into that space a variety of functions.

We will give them items that may or may not be included in their branch library, and will provide a "suggested" number of blocks for each function..

Library Functions	*Suggested Block Size*
Books/Materials	
Stacks of books and materials for adults	*6 to 10*
Stacks of books and materials for children	*2 to 6*
Computers	
Separate computer room	*4 TO 6*
or	
Computers in rest of library	*3*
Desks	
Circulation desk	*2*
Information desk	*2*
COMBINED Circulation/Information desk	*3*
Restrooms	
Unisex single restroom	*1 per restroom*
Single sex multistall restrooms	*4 per restroom*
Special areas	
Reading/browsing space	*6*
Children's room	*5*
A teen area	*2*
Community meeting space	*4 to 6*

WHEN EXERCISE IS COMPLETED, DISCUSS REASONS FOR MAKING THE DECISIONS THAT WERE MADE. ASK SPECIFIC QUESTIONS REGARDING TRADEOFFS MENTIONED ABOVE. POSSIBLE PROBES:

> Do you put in two or more bathrooms even if it reduces space for books and materials?
> Do you combine information desk and circulation desk to make space?
> Do you put computers in with reading areas and in other locations, or in a separate room?
> Do you provide a community meeting room even if it reduces space for books and materials?

HANDOUT: Please “design” your branch library on this grid by outlining the number of blocks that would be designated for a certain function. Possibilities are listed on a separate page.

San Francisco Branch Library Questionnaire

For each question below, please check the box which most closely reflects your opinion regarding the branch library you are most familiar with.

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
14. Is the library safe?	1	2	3	4	5
15. Is the library clean?	1	2	3	4	5
16. Is the library inviting and welcoming?	1	2	3	4	5
17. Is the library staff knowledgeable and professional?	1	2	3	4	5
18. Is the library staff friendly and courteous?	1	2	3	4	5
19. Are the bathrooms clean and accessible?	1	2	3	4	5
20. Does the library have enough books and materials that are accessible to the public?	1	2	3	4	5
21. Does the library have enough computers that are accessible to the public?	1	2	3	4	5
22. Is it easy to find adequate places to sit, read and/or study?	1	2	3	4	5
23. Does the library have adequate space for children?	1	2	3	4	5
24. Does the library have adequate space for teenagers?	1	2	3	4	5
25. Does the library have adequate space for community meetings	1	2	3	4	5
26. Can you usually find what you are looking for?	1	2	3	4	5

San Francisco Public Library Branch Survey

Presented By David Binder Research
August 10, 2001

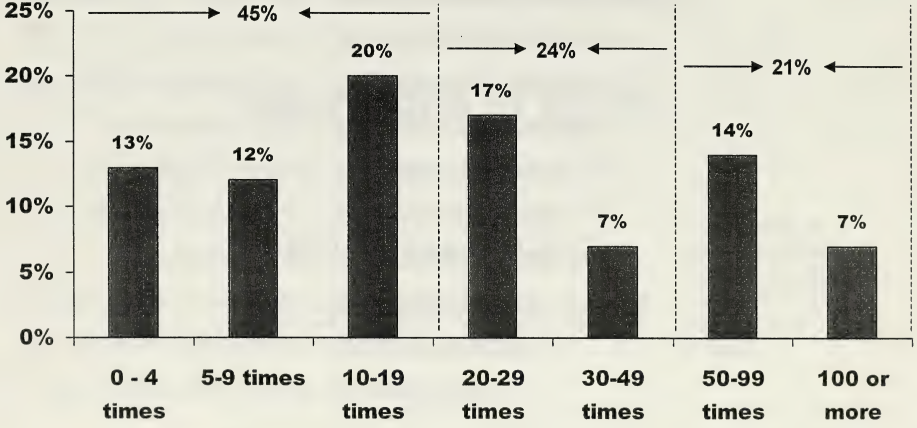
dbr
David Binder Research

Survey Parameters:

- Onsite survey distributed at all of San Francisco's branch libraries during June and July
- Available in English, Spanish and Chinese
- 2,355 surveys completed

Q. 1 – How often have you yourself visited this branch library in the past year?

Most frequent reported users are teens and residents over 50



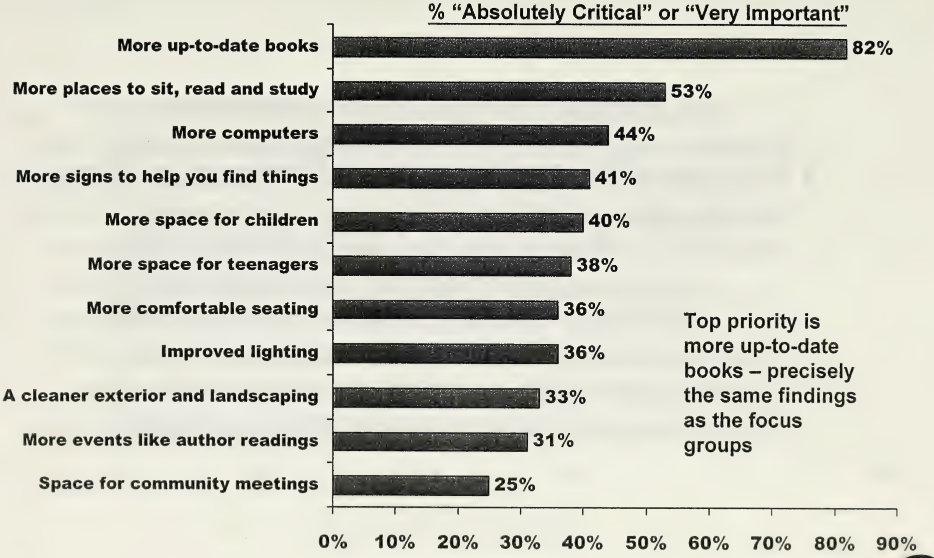
MEDIAN NUMBER OF VISITS: 24, or twice a month

What is important?

CLEAR ANSWER:

More up-to-date books!

Q. 2 – Prioritizing library functions


% "Absolutely Critical" or "Very Important"

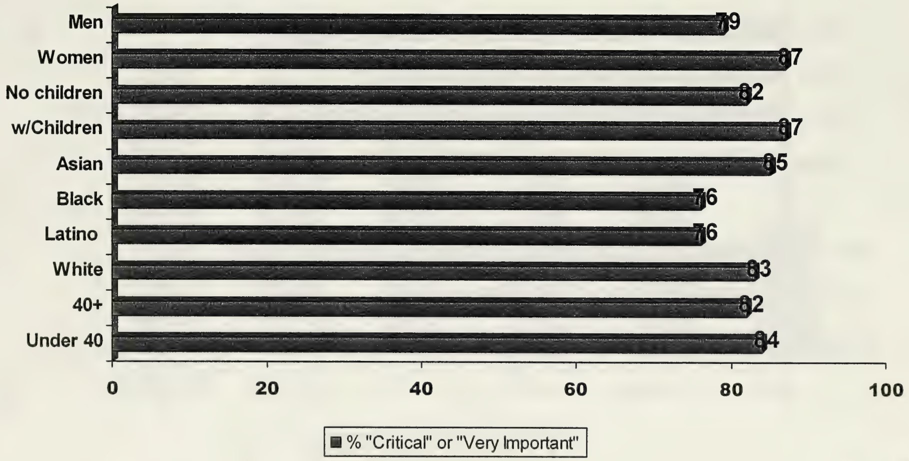
Top priority is more up-to-date books – precisely the same findings as the focus groups

The onsite survey confirmed a key finding of the focus groups:

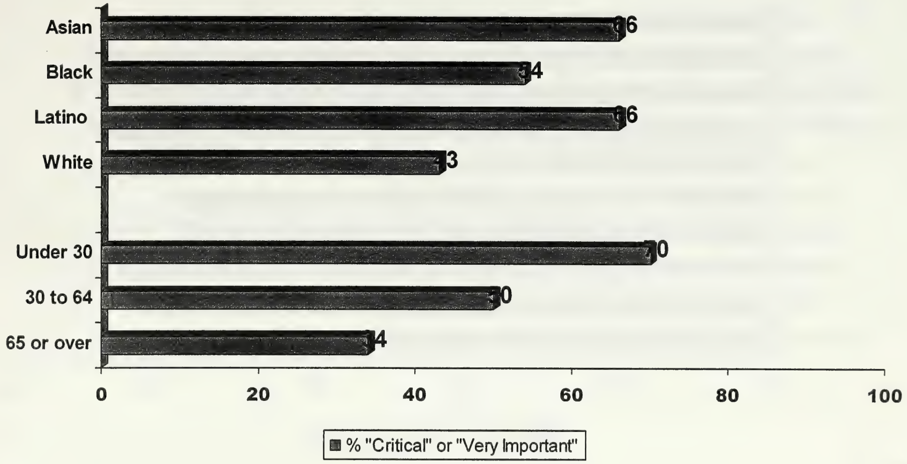
Library patrons prioritize books ahead of all other concerns

David Binder Research

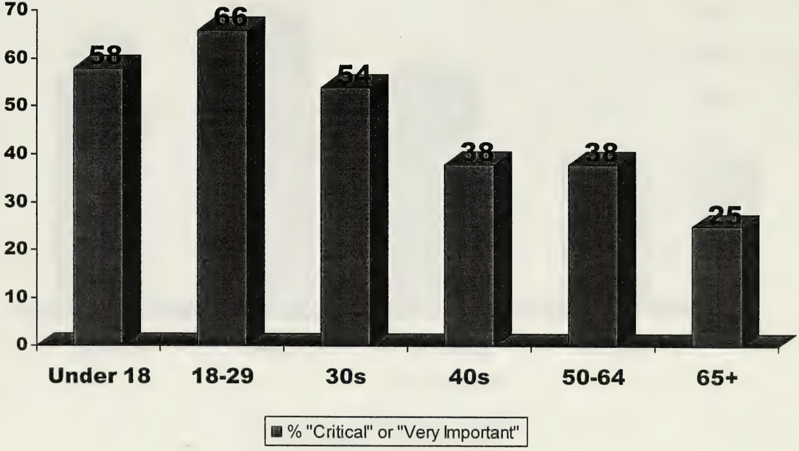
Books: Everybody Wants Them



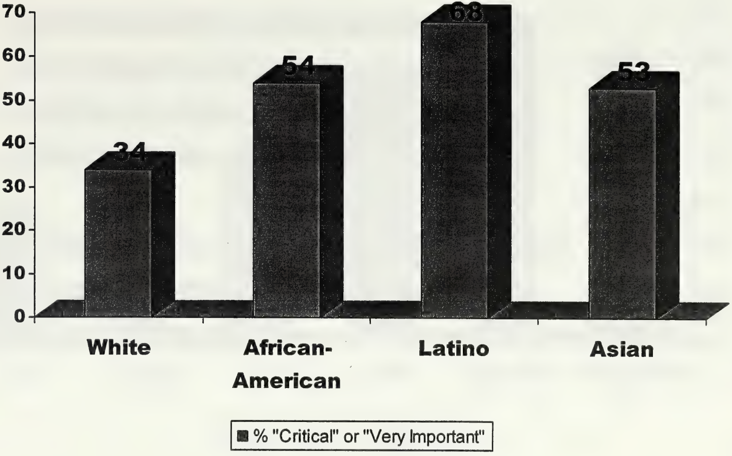
Places to sit, read, study: More desired by younger patrons



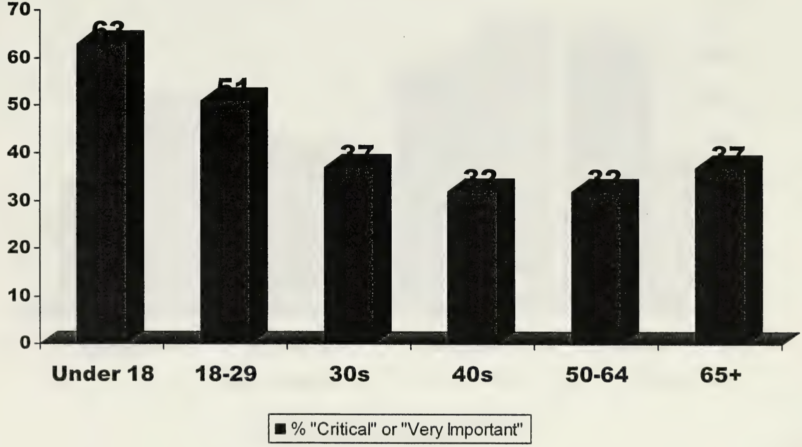
Those who care most about adding computers in libraries: 18-29 age group



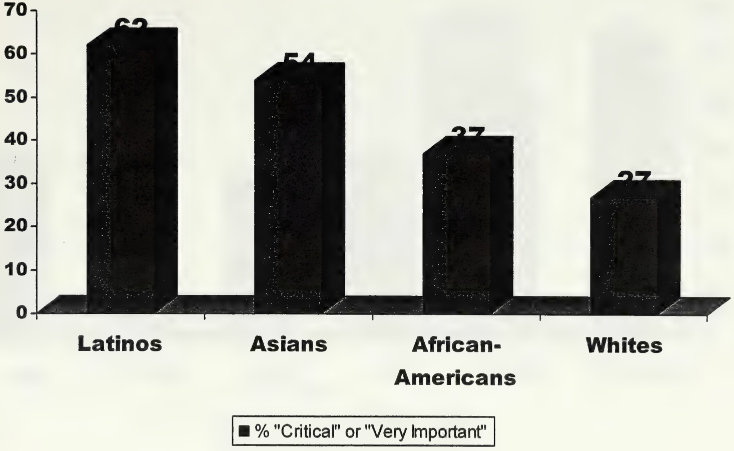
Non-whites are more likely to value adding computers in libraries



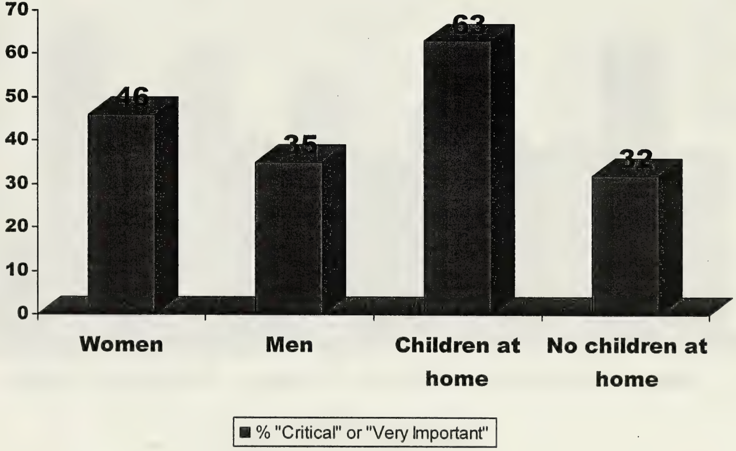
Signs: More desired by teenagers



Signs: More important to those who are more likely to speak non-English languages

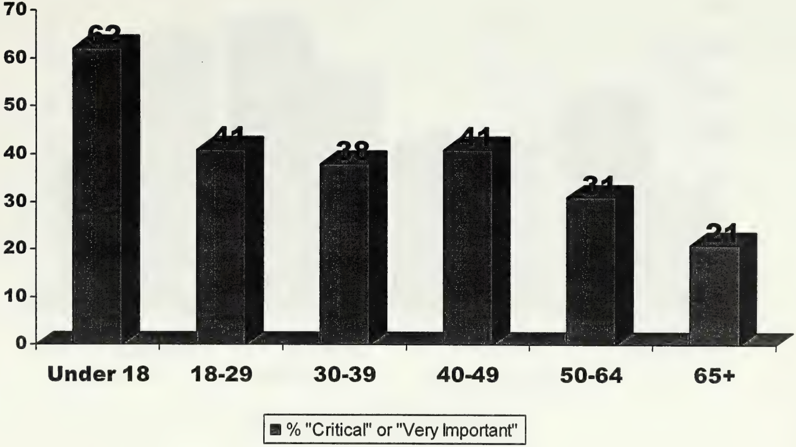


Space for Children: More important to women and those with children

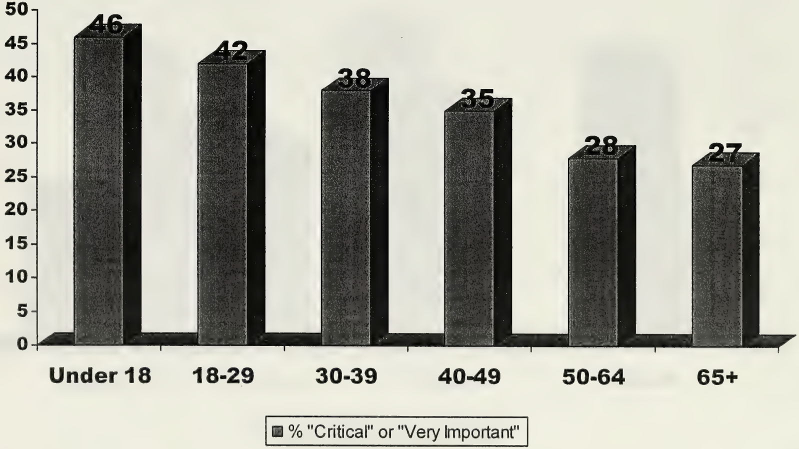


Space for Teens:

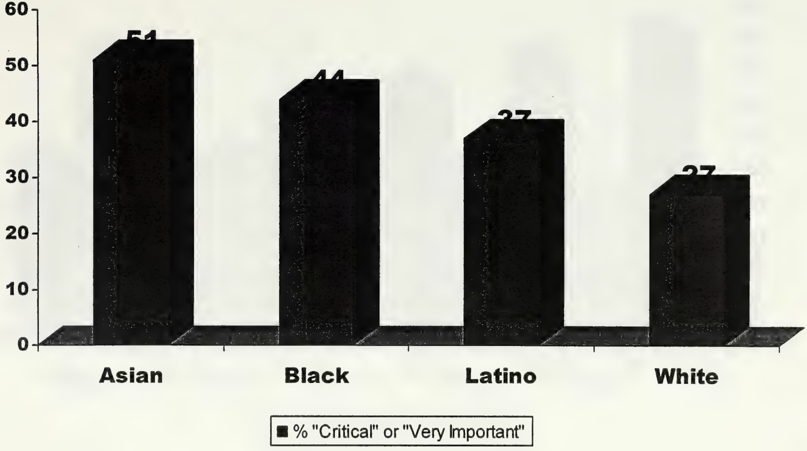
SURPRISE: More important to teens!



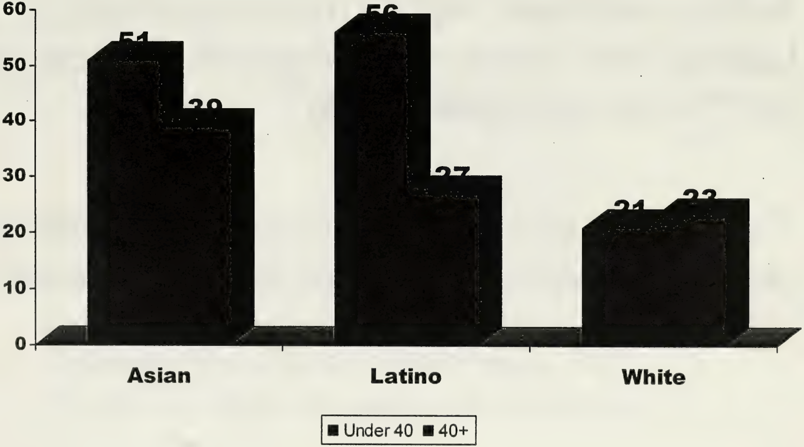
More comfortable seating:
Younger people want comfortable seats



Better lighting:
A higher priority for Asian patrons



Cleaner exterior:
Differences by age and ethnicity



Author readings and community space:
Lower priorities

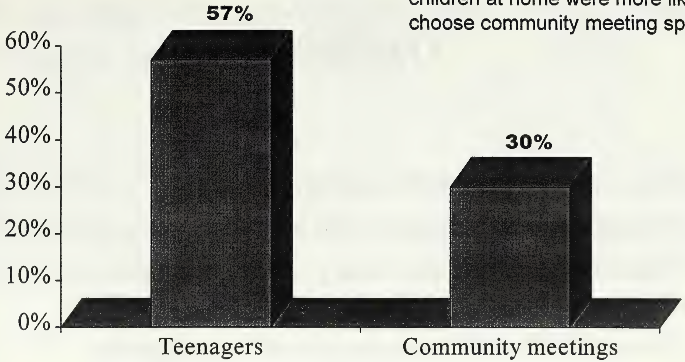
- Author readings: slightly more important to Latinos and African-Americans (44%, compared to 31% for all respondents)

- Community space: more important to Latinos (42%, compared to 25% for all respondents)

Tradeoffs:

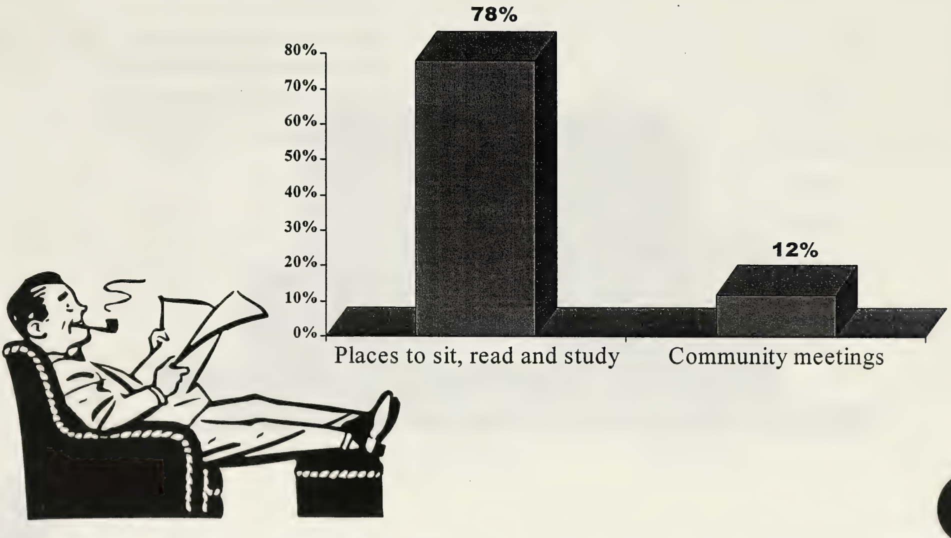
- Teen space beats community space;
- Places to sit, read and study beats community space;
- Places to sit, read and study beats separate desks for checkout, info and children's services;
- Places to sit, read and study beats computers.

Q. 3 – When asked choose between space for teens and space for community meetings, a strong majority chose space for teens



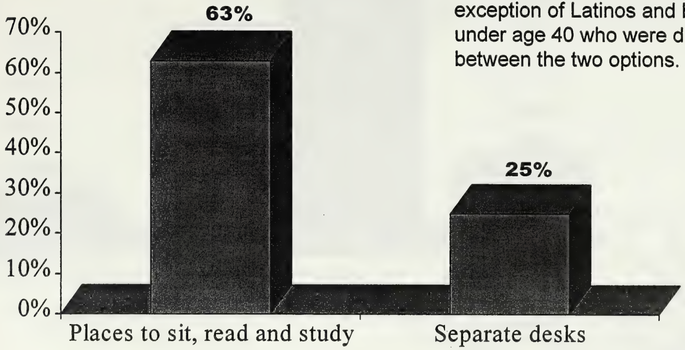
Asians were particularly strong in their desire for space for teens. Men without children at home were more likely to choose community meeting space.

Q. 4 – Places to sit, read and study were also more popular than community meeting space

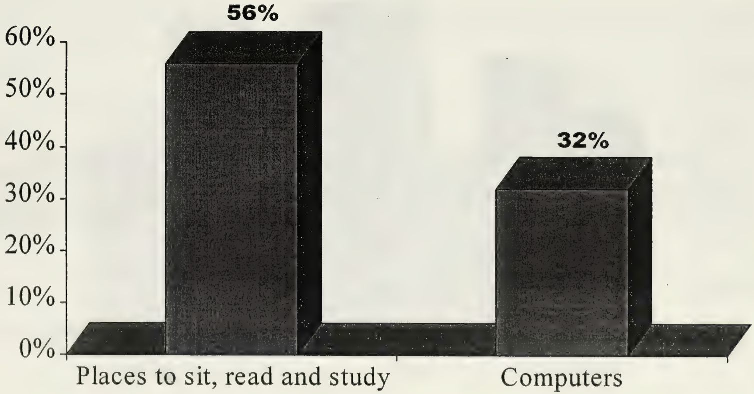


Q. 5 – More places to sit, read and study was more popular than providing separate desks for checking out books, information and children's services

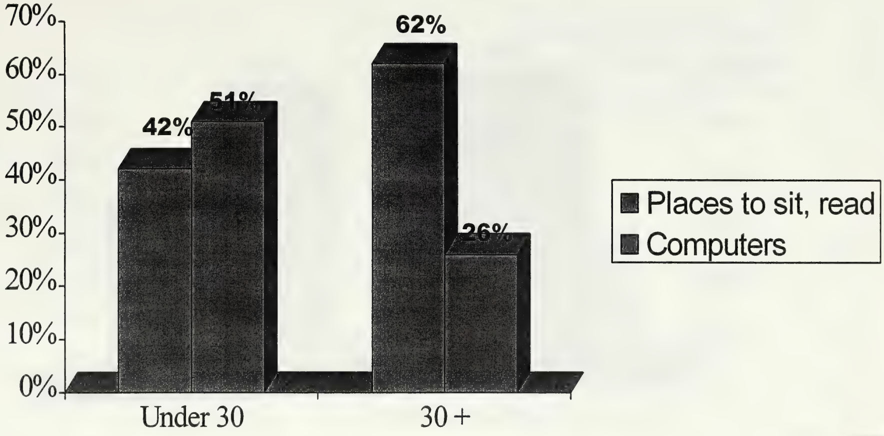
This preference was noted among all subgroups with the exception of Latinos and blacks under age 40 who were divided between the two options.



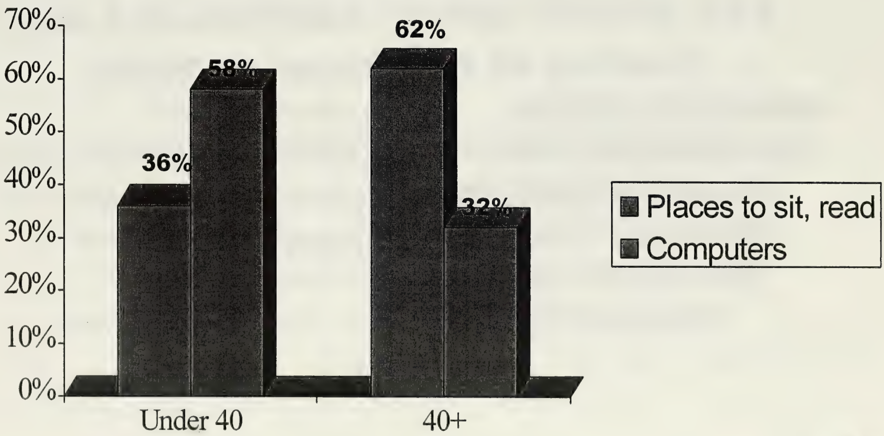
Q. 6 – More places to sit, read and study was also generally more popular than computers



Q. 6 – Those under 30 prefer computers; those 30+ strongly prefer places to sit, read, and study



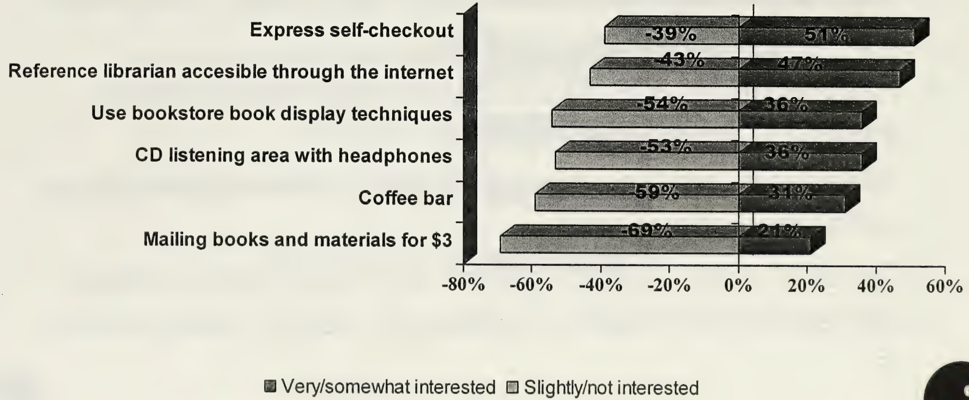
Age discrepancy is even greater among Latino and African-American patrons



The onsite survey confirmed a key finding of the focus groups:

Library patrons prioritize space for community meetings behind most other concerns.

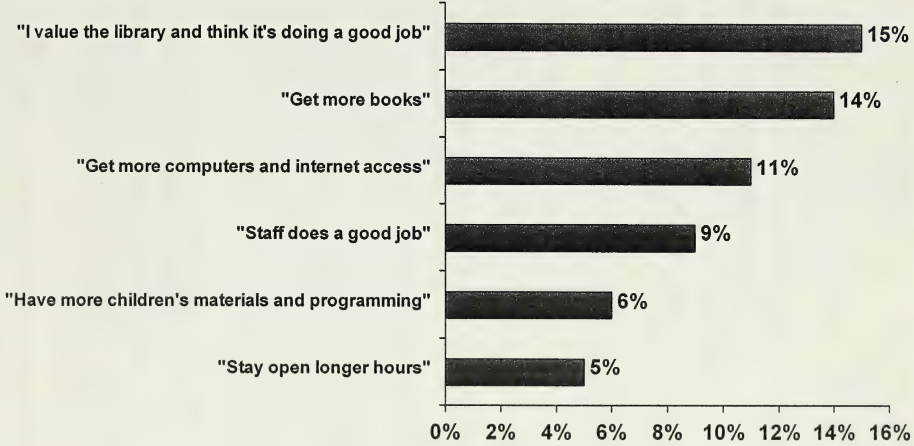
Q. 7 – Express checkout was most popular of new services tested; mailed materials least popular



Details on new services

- Asians and younger patrons are more likely to show interest in Express Checkout.
- Those with children at home are more likely to express interest in an internet librarian.
- Patrons under age 30 are much more likely to show interest in a CD listening area.
- Teenagers are the only subgroups to show interest in a coffee and snack area.
- Patrons under 30 and Latinos are more likely to show interest in book display techniques used in book stores.

Other comments by branch library users included:



DOCUMENTS DEPT.
OCT - 5 2001
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

ie L. Brown, Jr.
or

les A. Higueras, A.I.A.
dent

l Steiman
President

n Marte Bautista
ie K. Chin
en A. Coulter
A. Streets
an W. Swig
missioners

n Hildreth
Librarian

ael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION (As approved amended Oct. 2, 2001)

Minutes of the regular meeting of Tuesday, September 4, 2001.
The San Francisco Public Library Commission held its regular meeting on Tuesday, September 4, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 06pm by President Higueras
The following members were noted present: Commissioners Bautista, Coulter, Higueras, and Streets.

President Higueras noted that Mr. Cooley Windsor would act as Commission Secretary for this meeting.

Commissioner Steiman joined the meeting at 4:11pm

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF August 7, 2001 SPECIAL COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF AUGUST 7, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public noted that this person's comments concerning site selection for the Ingleside Branch Library were not included in the recording of the meeting. This individual also observed that a comment offered by Commissioner Swig requesting that the Secretary carefully check and amend any errors in the reported descriptions of the various proposed branch library sites reported in the Minutes so that they correctly matched the designations identified in the report made to the Commission was not accurately reported and that needed corrections were not made in the approved Minutes (as available at the Library's Government Information Center). The anonymous member of the public further suggested that these comments on these topics would also not be reported in the Minutes.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE AUGUST 7, 2001 REGULAR COMMISSION MEETING

Commissioner Chin noted that she had informed the Commission Secretary that she would be out of the city and therefore unable to attend the August meeting. Commissioner Bautista requested that amendment be made to the Minutes to correct any error in the letter designations of proposed branch library sites as identified by the anonymous member of the public.

MOTION: by Commissioner Bautista, seconded by Commissioner Streets for approval of the August 7, 2001 Minutes as amended.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth called the Commissioners attention to the selection of Mr. George Nichols, Library Finance Director, as one of five citywide winners of an award for managerial excellence by the Mayor's Fiscal Advisory Committee (MFAC), a matter that became known after the meeting agenda had gone to print. Ms. Hildreth then announced that the Anza Branch had reopened after extensive improvements and that a reopening ceremony would held at 1pm on September 15, 2001. The City Librarian next discussed ongoing work at the Bayview Branch noting that it would reopen with a new roof and building upgrades on October 3, 2001. Ms. Hildreth noted that the Presidio Branch Library would be closed for furnace replacement work and that it would re-open on September 10, 2001.

The City Librarian then discussed aspects of the library's staff's efforts to put out a request for proposals (RFP) for an Integrated Library System. She described the work of the various staff committees in each area of specialization which would be put together in a proposal for a system by library consultant Diane Mayo. Ms. Hildreth noted that this RFP could be issued by the end of the year, with all proposals to be received and preliminarily evaluated in February 2002. Then she reported that during March and April of next year the top three vendors would be evaluated further by staff and members of the public before a finalist was chosen in April or May with contract approval by the Fall of 2002. The City Librarian suggested that the system could be installed and active by July of 2003.

Ms. Hildreth next discussed the Zapfest, calligraphic design in the digital age, a library celebration of the calligraphy and typographic work of Hermann and Gudrun Zapf. The City Librarian then reported on a series of lectures featuring well know figures in the world of calligraphy and typographic design being held in conjunction with the Zapfest. Lastly, Ms. Hildreth reported on Land and Scape, the Art of the Farmer, an exhibit and series of lectures sponsored in part by the Library's Stegner Center on the Environment.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public expressed a hope that this would not be the last exhibit of work by the Zapf's and called attention to the importance of their work and of the art of calligraphy. This anonymous member of the public noted concern with the cost of the Integrated Library System. This person also expressed the view that members of public as well as the Commissioners should have opportunity examine in detail all aspects of the proposed Integrated Library System while the proposed systems were being evaluated rather than at the end of the process. Peter Warfield echoed concerns of the previous speaker and urged that the interests of library users be given full consideration when evaluating any proposed replacement system. Mr. Warfield noted that staff might not be as familiar with problems and needs of the users as they frequently access the catalog differently. Mr. Warfield recommended that user views be sought out in both addressing difficulties and seeking improvements in the online systems.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

President Higueras pointed out that last year City Librarian Susan Hildreth had been a winner of the prestigious MFAC Managerial Excellence Award and that the Mr. Nichols being named a winner this year called attention to the respect which our library's management team had gained in recent years. President Higueras expressed the hope that this trend of award winning management would continue with additional winners next year.

AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

Mr. George Nichols, Library Finance Director, expressed his appreciation to the City Librarian and the management team for nominating him for the MFAC Award and for their strong commitment to effective fiscal management which made his efforts much less difficult. Mr. Nichols also acknowledged the dedication and hard work of his staff in the Finance Office whose devoted efforts led to this recognition.

Mr. Nichols then provided the Commissioners with an extensive overview of the final figures for the FY 2000/2001 Library Budget, (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

An anonymous member of the public commented on the MFAC Award and noted that there was an explanatory four-page document related to Mr. Nichols' report that was not noted in the agenda. This person additionally commented on an observation by Mr. Nichols that the budget had been approved by the Supervisors without controversy suggesting that members of the public might be interested in reviewing tapes of the Board of Supervisors approval of the budget to see if they felt that it had been approved without controversy. Mr. Peter Warfield expressed disappointment that that Mr. Nichols' written report was not referenced in the agenda or included in the agenda mailing. Mr. Warfield found that making the report available at the meeting allowed insufficient time to study and understand such a complex document. Mr. Warfield also inquired regarding whether all of the funds budgeted for books in the 2000/2001 budget had been spent as was proposed in the budget.

COMMISSION COMMENT ON AGENDA ITEM #3 LIBRARY 2000/2001 BUDGET UPDATE REPORT

In response to a question by Commissioner Steiman, Mr. Nichols explained that permanent salary savings referred to regular staffing losses resulting from attrition. Responding to questions by Commissioner Bautista, Ms. Hildreth and Mr. Nichols outlined various proposals under consideration by the city to address power usage issues. Ms. Hildreth identified Matt Smyth as the Library staff member overseeing overall conservation and energy use by the Library. In answer to a query by Commissioner Streets, Mr. Nichols noted that the Controllers and Mayor's Budget Policies for the next fiscal year are expected to take a very conservative approach with a 3 to 5% revenue growth level the

The number of members of the public who spoke anonymously at this meeting. 1

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maximum to expected. Responding to another question by Commissioner Streets, Ms. Hildreth and Mr. Nichols outlined the status of the Library's current labor contacts and proposed to inform the Commission concerning when they would next be re-negotiated. Responding to a question by President Higueras, Mr. Nichols explained that funds budgeted for electrical improvements could be reallocated to mitigate immediate needs in branch libraries prior to major improvements which would be undertaken through the Branch Library Bond program. Mr. Nichols further clarified for President Higueras that all of the encumbered funds budgeted for specific purposes in this budget must be spent from those purposes.

President Higueras announced that Agenda Item #6 Branch Library Bond Committee would be taken up next.

AGENDA ITEM #6 BRANCH LIBRARY BOND COMMITTEE

City Librarian Susan Hildreth recommended that the Library Commission create a special committee of the Commission to address the many and complex issues that must be addressed in managing the Branch Library Bond Program. Ms. Hildreth suggested that by creating this committee, which would make regular reports on its work to the full Commission, a significant amount of needed attention could be focused on bond related issues without overburdening the regular Commission meetings. President Higueras agreed that this committee could address in detail aspects of the bond program, preparing them for discussion and approval by the full Commission and that it was his recommendation that at least initially that it meet monthly. In response to a question by President Higueras, Deputy City Attorney Adine Varah noted that the commission committee would become a full policy body subject to all public meeting laws. President Higueras noted that he would serve as chair of this committee and requested that other commissioners volunteer to serve on this committee. Vice President Steiman and Commissioner Bautista agreed to serve on the Branch Library Bond Committee. In response to a question by Commissioner Streets, President Higueras suggested that the Committee would act to address routine reports and extensively prepare items for the Commission's approval. He further commented that framing its exact charge for the full Commission's consideration and approval would be among the first duties of this committee. Deputy City Attorney noted that according to the Commission Bylaws the Commission was authorized to create an Ad Hoc Committee for the purpose of overseeing implementation of the Branch Library Bond Program.

MOTION: by President Higueras, seconded by Commissioner Streets that the Library Commission create an Ad Hoc Committee on the Branch Library Bond Program composed of Commissioners Higueras, Bautista, and Steiman to meet on a monthly basis.

PUBLIC COMMENT ON AGENDA ITEM #6 BRANCH LIBRARY BOND COMMITTEE

An anonymous member of the public observed that this person had previously

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supported the creation of commission committees but had two questions, first regarding whether creation of such a committee required an amendment of the Commission Bylaws, and secondly concerning what the charge of this committee would be. The anonymous member of the public noted that they were City Charter restrictions limiting the power of Commissions to delegate action items to committees. This person found creation of this committee a step toward greater public input and access to the work of the Commission.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #4 BRANCH LIBRARY FACILITIES PLAN

City Librarian Susan Hildreth gave a brief overview of the background of the Branch Library Facilities Plan funded by the Friends and Foundation. She then introduced Mr. Jorge Alfaro, of the Bureau of Architecture, David Binder, and Library Consultant Dallas Shaffer for a more detailed presentation of the aspects of the plan.

Mr. Alfaro discussed in some detail the yearlong effort that went into creating this first draft of the guide to educate the professional teams which will be working on making needs assessments, facilities condition assessments, working with design standards, and implementation scenarios for the various branch library projects. Mr. Alfaro focused his report on facilities condition assessments and setting design standards. Mr. Alfaro noted that these facilities conditions assessments were based both on review of many years of records and site visits to develop preliminary lists of needs in the areas of seismic conditions, disability access, code impacts, condition repairs, and hazardous materials. Mr. Alfaro then discussed the preliminary development of design standards based around both the existing branches as well as the needs of new branches. He noted that these standards were based on general building design principles, specific design guidelines developed for libraries, and design standards for building systems such as heating, air conditioning, electrical, and accessibility design standards and codes. Mr. Alfaro finally discussed special design needs for these branch libraries that were being identified. Mr. Alfaro noted that these guidelines could provide a roadmap and a tool to guide the designers of the various library projects.

Mr. David Binder discussed the focus groups and branch surveys that were done in conjunction with the development of the facilities plan. Mr. Binder discussed information gathered from the five focus groups that were done in April. Mr. Binder reported very positive remarks about the branch libraries and gathered some information concerning the what improvements participants wanted to see in their libraries. Mr. Binder reported up to date materials as the number one request for improvement and lack of space and poor maintenance as the biggest concern of these respondents. Mr. Binder noted the more natural light, comfortable seating areas, and lounging spaces as among the amenities favored.

Mr. Binder noted a number of areas where questions asked received a mixed response such as availability of more computers and concerning the look of the branch libraries. He noted that naming book collections or spaces for individual donors was favored but naming for corporate donors was reported disfavored. Mr. Binder reported that there were some concerns about long lines with the questions about combining check out and service desks. Mr. Binder reported that there were 2,355 surveys completed in branch libraries and outlined in detail the responses gathered through these surveys. Mr. Binder in particular pointed out differing answers among the various ethnic and demographic groups' responses to the various questions and differing levels of interests in various kinds of proposed improvements. He in particular pointed to strong support for more teen spaces in branch libraries when respondents were asked to choose among various options for improvements. Finally, Mr. Binder discussed interest in various suggested options for other alternative services. He noted that the most frequently volunteered comments were various positive comments about the library.

Ms. Dallas Shaffer gave the Commissioners a wrap up of the functional building program and suggested that now that the Commission was going to have to make decisions based on all of the information it had received. Ms. Shaffer discussed in some detail the impact of the demographic changes that were highlighted by the results of the 2000 census including reductions in numbers of both seniors and children as potential users of the library with a very large group of adults as the primary users of the library. Ms. Shaffer discussed the impact of technological change on how the library provides services and what kinds of spaces which can be made available in the library. She emphasized that all of this information will confront the Library Commission with the responsibility for making very difficult choices. Ms. Shaffer noted that there would not be significant increases in space in most of the branch libraries with greatly increased demand for uses of various spaces. Ms. Shaffer emphasized that to meet these demands some changes had to be made to take some things out of the branches to allow space for those things that were wanted. She discussed extensively examples of choices made by other library systems, including reducing some branch book collections, to make their branch libraries function in the most effective way for their patrons. Ms. Shaffer cited a number of options which the library could consider to create workable staff work space, apportion branch library space for various users to match the demographic profile of its neighborhood, and consider reducing some branch book collections to emphasize quality instead of quantities of materials which might be available in other formats.

President Higueras called a brief recess at 5:552pm
The Commission returned to session at 6:01pm

PUBLIC COMMENT ON AGENDA ITEM #4 BRANCH FACILITIES PLAN

An anonymous member of the public commented that the report was interesting and that it raised very important issues. This person observed that the reports pointed out that people had rising often-contradictory expectations of what the library should provide. The anonymous member of the public noted that the Commissioners would have to make choices based on not clearly understood information but that this individual had no doubt that libraries as libraries rather than community centers or computer centers would remain important. This person pointed out that the traditions of libraries have withstood centuries of changes by fulfilling the important role of tying the present to the past. Mr. Peter Warfield found it unfortunate that the documents had not been made available earlier. M r. Warfield expressed concern that there was no specific mention or any commitment made to any level for volume of books, or book and material storage, to be maintained in branches. Mr. Warfield commented that the survey demonstrated that people wanted books, as well as hours, although that had not been a question asked. Mr. Warfield expressed interest in questions being asked concerning the availability of old books and expressed concern with Ms. Shaffer's suggestion that branch library book collections be reduced.

COMMISSION COMMENT ON AGENDA ITEM #4 BRANCH FACILITIES PLAN

In answer to a question by Commissioner Streets regarding the impact of demographic trends on the on going planning from the new branches, Mr. Binder highlighted the various kinds of data that would be available to the library. The City Librarian called attention to information in chapter 5 of the report and observed that staff was seriously considering doing detailed neighborhood surveys as the planning for a specific branch went forward. Commissioner Coulter praised the reports and emphasized that it was important the Library have a picture in detail for each branch as the planning goes forward. He pointed out that some of Ms. Schafer's suggestions would be explosive and asked for a more detailed description of exactly how the Portland Library addressed these issues. In particular, he asked what people wanted and what people wanted to get rid of. Vice President Steiman noted that maybe a better way to look at this problem would be to identify what was most appropriate for a branch. Commissioner Bautista suggested considering a mechanical book storage system as way of solving the space problem such as cleaners handle storage. Commissioner Bautista expressed reservations about informing a community that some of their books might be taken away. She also expressed a preference for better lighting, including skylights. Commissioner Bautista expressed happiness that teenagers had taken interest in spending time in the libraries and recommended that programs be tailored to help them. Commissioner Bautista also requested information concerning university students using the San Francisco Library. Vice President Steiman offered a personal observation that branch libraries were not sufficient for university students for anything other than recreational reading. Commissioner Chin called attention to the heavy use of public libraries by public school students and noted that often these students depend on their branch libraries. Commissioner Chin also inquired concerning how realistic it would be to include extensive seating areas given their small size. Commissioner Chin requested **that a chart be prepared which outlined the dollar amount that would be allocated to each of the branch libraries.** Vice President Steiman noted that floor plans should be made to allow flexibility as needs change and that preparing for this change will make it easier to accommodate. President Higueras commented that that the report was excellent and in particular agreed with Ms. Shaffer's point that difficult choices will have to be made. President Higueras noted that many of the issues that would have to be addressed went far beyond facilities questions and into broader questions of policy. President Higueras thanked the presenters for providing an excellent report and setting the stage for future

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discussion of these important issues.

AGENDA ITEM #5 BRANCH LIBRARY BOND UPDATE

Library Branch Improvement Bond Program Manager Marilyn Thompson reported that the initial $17.665 million from the initial bond sale had been appropriated and set up into bond project accounts. Ms. Thompson noted that site acquisition budgets were created for the Glen Park, Ingleside, Visitacion Valley, and Portola Branches. Ms. Thompson informed the Commissioners that design and engineering budgets had been set up for the Marina, Noe Valley, Parkside, Richmond, Mission Bay branches, and for the Support Services Center. The Branch Bond Project Manager commented that she was preparing the first quarterly budget report on funds available, expenditures, and encumbrances for each of the various projects to be presented to the Commission's branch Bond Committee next month. Ms. Thompson next gave the Commission an update on developments regarding the proposed Mission Bay Branch. Ms. Thompson informed the Commissioners that the work in preparing the Prop. 14 (State Library Improvement and Construction Bond) applications for work on the Richmond Branch Library would be undertaken in earnest during September in order to be ready for the first cycle of funding in June of next year. Ms. Thompson reported that she would propose other projects to be considered by the Commission's Branch Bond Committee for application for Prop. 14 funds. The Branch Bond Program Manager reported that cooperative discussions were underway with the San Francisco Unified School District (SFUSD) concerning the possible co-location of some branch libraries on school district properties.

Public comment on AGENDA ITEM #5 BRANCH LIBRARY BOND UPDATE

An anonymous member of the public commented that this report again reflected the potential for conflict between what was wanted and what was possible, observing that the original bond amount had been reduced by $25 million. This individual expressed approval that the Prop. 14 (State Library Construction and Improvement Bond) process required public input, and looked forward to participating in particular regarding the Richmond Branch Library.

Commission comment on AGENDA ITEM #5 BRANCH LIBRARY BOND UPDATE

In response to a question by Commissioner Bautista, the City Librarian reported that there was no official limit of the number of Prop. 14 applications, but that practically speaking that the Library would only probably submit 2 or 3 applications in the initial cycle with the understanding that there would be two more opportunities to apply during the life of the bond program. The City Librarian noted that there would be a very great number of applications in the first cycle because of pent up demand. In response to questions by President Higueras, Ms. Hildreth noted that the application process was fairly onerous and that the Library would be very carefully choosing the projects that it proposed to submit for these funds to insure greater chance of success.

Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Ms. Denise Donovan, interim Executive Director of the Friends and Foundation, informed the Commissioners concerning the big annual book sale taking place at Fort Mason, this year featuring 125,000 volumes. Ms. Donovan informed the Commissioners that Mr. Charles Forester, Executive Director of the Friends and Foundation, had resigned and that she would serve as Interim Executive Director while its Board conducted a search process to fill this position. Ms. Donovan next informed the Commissioners concerning the charette exploring design issues and concepts for future branch libraries which the Friends and Foundation will be holding in the Koret Auditorium on October 5,6, and 7, 2001. Ms. Donovan then informed the Commissioners about plans for next year's Laureates Dinner. Ms. Donovan next reported to the Commissioners about a September 19, 2001 discussion sponsored by the Friends and Foundation featuring Library Consultant Dallas Schafer and Library Chief of Branches Donna Corbeil which would address new trends in branch libraries. Ms. Donovan then gave the Commissioners an update on this year's Literary Lecture Series and a reading by author Alice Randall that had been arranged by Commissioner Streets.

Public comment on Agenda item # 7 FRIENDS AND FOUNDATION REPORT

Ms. Sue Cauthen requested that the microphones be adjusted so that members of the audience could hear the speakers. Ms. Cauthen also expressed the hope that information on the design charette would be made widely available so that all that might be interested in attending could do so.

Commission comment on Agenda item # 7 FRIENDS AND FOUNDATION REPORT

In response to questions by Commissioner Bautista and President Higueras, Ms. Donovan explained that more that 300 invitations to the design charrette would be sent to members of the public, the Council of Neighborhood Libraries, library staff, Friends and Foundation donors, members of the Board of Supervisors, and neighborhood residents identified by the District Supervisors as community leaders interested in this subject. In response to a question by Commission Coulter, Ms. Donovan confirmed that members of neighborhood associations had been invited as well. In response to a question by the City Librarian, Ms. Donovan indicated she would look into posting the invitation to the design charette on the Friends and Foundation website. President Higueras remarked that this design charrette was not intended to offer solutions to the needs of any specific branch library but was intended to create excitement and offer ideas and concepts which could inspire those ultimately chosen to design the new branch libraries. Ms. Donovan then outlined in some detail the various parts of the design charrette program to be held during October 5, 6, and 7, 2001.

Agenda Item #8 LIBRARY LABOR UNION REPORT

No report was made.

Agenda item #9NEW BUSINESS

None offered.

Agenda item #10 PUBLIC COMMENT

The anonymous member of the public offered two brief comments, first noting that the discussion of charrette contained conflicting implications that it was both open to the public and that it was by invitation only without providing a clear answer to this question, Secondly, this anonymous member of the public observed that given the experience learned through the controversy concerning the design of the Main Library that the concept that controversy is our friend should be embraced. This person disagreed with the aphorism that the administration of power is not consistent with the concept of loyal opposition noting that controversy in fact revealed truth that broke through institutional barriers.

Agenda Item #11 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned.

Commissioner Streets raised a point of clarification regarding whether or not there was a Commission Policy or a general city policy concerning the appropriate manner by which members of the public should communicate with commissioners. In response to Commissioner Streets inquiry, Deputy City Attorney Adine Varah replied that she was aware of no existing policy addressing this issue, but that she would be happy to discuss this matter with the Commissioner. Ms. Varah recommended that discussion of this question be calendared for appropriate discussion at a later meeting.

Public comment on Agenda item #11 ADJOURNMENT

An anonymous member of the public found it extraordinary that this topic should be discussed during the Adjournment Agenda item and suggested that it was regrettable that there should be either an aggressive or defensive stance in such a question, noting that an inquiry is either about a public record or it is not. In response to President Higueras' remarks that civility should dictate that such questions be pursued through proper channels, the anonymous member of the public noted that an individual always had the option to file suit.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

The meeting was adjourned at 6:52PM.

Michael Housh, Commission Secretary 10/5/01

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Minutes of the Regular Commission Meeting of September 4, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 4, 2001

Item 1:
Approval of the August 7, 2001 Minutes

"I am very pleased that the commission has decided to display its arrogance by eating and drinking in front of us. We who cannot eat or drink salute you.

With respect to my standard comment that this meeting was not completely recorded, this tape in particular does not have any of my comments on the Ingleside branch.

The minutes state that Commissioner Swig asked that the references to proposed branch sites be checked. In fact, she asked that specific incorrect site references be changed. What she asked was not reported. And the corrections she asked for were not made. The approval of the minutes was contingent on those correction being made.

If what Commissioner Swig said had been reported, then the reader could have made sense of this himself. As it is, this point is apparently lost to history since my comments now will be be reported either."

Minutes of the Regular Commission Meeting of September 4, 2001

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 4, 2001

Item 2:
City Librarian's Report

"I hope there will be more celebrations of the Zapf's work. I have a number of friends in their eighties and they don't feel that their work is necessarily wrapping up. Typography has a very profound influence in all of our areas of endeavor. The exhibit of the Zapf's work is quite enthralling.

The dearth of details about the "Integrated Library System" is appalling. Most especially, how much is it really costing us? Not a word has been said about that. The report made it seem like it would be reviewed by the public when it was over or almost over. It ought to be before the public and the Commission in some detail while it is in the planning stages. I assume that the commissioners want to do their duty as commissioners."

Minutes of the Regular Commission Meeting of September 4, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 4, 2001

Item 3:
Library Budget 2000/2001 Update Report

"I am surprised to hear that MFAC (Municipal Fiscal Advisory Committee) is not self-serving. I think it comes as a surprise to MFAC as well as me. No one ever accused them of that before.

For those members of the public who rely on the agenda, there is an explanatory document, even though the agenda does not say so.

One of the things that was said by Mr. Nichols was that the budget hearings before the Board of Supervisors passed without controversy. That comes as news to the Board of Supervisors. Those meetings were available on the radio, on cable TV and still available on tape. I would encourage you to take a look and see if you think they were without controversy."

Minutes of the Regular Commission Meeting of September 4, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 4, 2001

Item 4:
Branch Facilities Plan

"One of the things that was emphasized by the speakers was that we have rising expectation. People expect more, and some of those expectations are contradictory. One might say that "for every action there is an equal and opposite reaction." The question becomes how to apply that, especially in a situation where we are planning for a future we only dimly perceive.

One example is that while handwriting seems to be dying out, fountain pens make a comeback. This is because people place a value on what has been lost. I would say in that context that in the future libraries will still be valued as libraries.

The idea that we are going to build libraries that are quasi-community centers and quasi-computer centers is a transitory impulse which will soon die away.

The tradition of the library to preserve our link to the past should remain foremost."

Minutes of the Regular Commission Meeting of September 4, 2001

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 4, 2001

Item 5:
Branch Library Bond Program Report

"This is another example of contradictory expectations meeting reality.

I want to begin by reminding the presenter that the original budget for the bond proposal was reduced by $25 million before it was presented to the voters. That was an attempt to compromise what was wanted with what was possible.

With respect to Proposition 14, I am very heartened to hear that the process allows some public input into its needs assessment. I am looking forward to that, particularly with respect to Richmond Branch because that neighborhood needs to know what is planned for its branch."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, September 4, 2001

Item 6:
Branch Library Bond Committee

"I have mixed feeling because it means another monthly meeting. Generally it is advisable to have committees because it broadens the scope and work of the commission.

A case could be made that creating this committee is in fact an amendment to the bylaws. I am not certain of that, but it is a question that should be addressed.

The other question is what kind of charge can the committee have I believe that if the City Attorney looks, she will find that the City Charter restricts your ability to delegate action items. You can create committees for investigation, but, I believe, the City Charter places restrictions on your ability to delegate the power to act.

Both of those questions aside, this is a step toward greater public discussion, greater public access and closer scrutiny of the very important bond procedures. That is all to the good."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 4, 2001

Item 10:
Public Comments

"I notice that no one has directly answered the question of whether the planning institute run by the foundation is open to the public. Several people have either implied that it is by invitation only or open to the public, but no one has said so explicitly.

An open public debate on the issues is actually a very good thing. There are all sorts of barriers that prevent the commission from hearing what it needs to hear. There is a tendency to suppress controversy in an effort to put a good face on things. But in fact, controversy is what brings out the truth. Controversy is your best friend."

Minutes of the Regular Commission Meeting of September 4, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, September 4, 2001

Item 11:
Adjournment

"That was an extraordinary discussion under the adjournment agenda item.

Let me first address the innuendo. I don't who in the public could be described as aggressive, but it was not me. It is regrettable. We don't want to think that people involved in public access issues can be described as aggressive.

The issue should be simple: It is a public record or it is not. There is no reason for aggressiveness and at the same time there is no reason for defensiveness."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

August 29, 2001

TO: Library Commissioners

FROM: George Nichols, CFO

SUBJECT: REPORT ON FY 2000-01 BUDGET

On September 4th I will provide the Commission with a brief report on the close-out of the Library's prior year budget. In advance of the report, I have attached two schedules that summarize prior year activity. Schedule A, describes by category of expense, budget, expenditure, encumbrance, and balances for program activities – both operating and capital programs – funded by the Library Preservation Fund. Schedule B describes revenue allocations made to the Library Preservation Fund.

The Library did an excellent job of managing its budget in Fiscal Year 2000-01. Notably, for the third consecutive year the Library did not require deficiency appropriations to meet its baseline program needs. In addition, we were successful in obtaining Board approval of a $1.3 million supplemental appropriation for POE work at the Main Library and we were instrumental in the successful sale last June of $17.6 million in Branch Library Renovation Bonds. Following is a brief description of the prior year budget.

- **OPERATING BUDGET:** In regard to the operating budget (non-capital programs) the Library will realize budgetary savings of approximately $1.4 million. The savings occur largely in salary and fringe benefits. These savings were achieved despite the fact that we increased budgeted salary and fringe savings from 3 percent to 5 percent in FY 2000-01. Since the Library's policy is to fill vacant positions as quickly as possible, we believe the excess savings (i.e., savings over and above budgeted savings) result from over-budgeting of fringe benefits – which are calculated by the City Controller – and from the unintended affect of institutional hiring practices such as reassignment. In regard to non-personnel related expenditures, the Library spent 99.7% of its allocations including $4.8 million budgeted for books and other library materials. Although by category of expense, the Library realized small savings in non-personal services, materials and supplies, and equipment, these savings were offset by higher than anticipated costs for power and telephone usage.

- **CAPITAL PROJECTS BUDGET:** In regard to capital projects funded by the Library Preservation Fund, the $240,000 budget for branch maintenance and repair projects was fully spent and 93 percent of roof repair funds were spent. Funds budgeted in FY 2000-01 to upgrade electrical systems at branch libraries have not yet been spent. However, the Library is upgrading the electrical and lighting system at the Anza Branch Library and is developing plans for upgrading systems at the West Portal and Golden Gate Branch Libraries. The Anza project ($141,000) is funded through a supplemental appropriation of $400,000 received in FY 1999-2000. These funds are fully encumbered in work orders with DPW and are part of the Library's carry-forward appropriation. The West Portal and Golden Gate projects will be funded by balances remaining in this appropriation and, if needed, by part of the $500,000 that was budgeted in FY 2000-01. At this time we do not expect to fully spend the $500,000 budgeted in FY 2000-01 due to the availability of branch library renovation bonds. These funds were budgeted as a hedge in the event the renovation bond measure failed. Also, funds budgeted for POE work at the Main Library, although not yet spent, will be spent or committed in the current fiscal year.

- **CARRY-FORWARD APPROPRIATIONS:** In regard to the Library's operating budget and based on transactions processed through August 28, 2001, the Library will have about $1.441 million in prior year money that will carry-forward into FY 2001-02. The carry-forward represents goods or services purchased in the prior fiscal year that we have not yet paid either because the goods (and invoice) have not been received or the invoice was received after the Controller's cutoff date for processing payments. Of the $1.441 million, approximately 35.5% ($511,000) is related to books and materials; 34.7% ($500,000) is related to open work orders we have with other City departments; 18.3% ($264,000) is for equipment; and 11.5% ($166,000) is related to miscellaneous goods and/or services purchased by the Library. In regard to the capital budget, with the exception of Branch Maintenance funds, encumbered funds and balances for all other projects will also carry-forward into the new fiscal year. Branch Maintenance funds are allocated on an annual basis. Funds for all other projects are appropriated on a continuing basis.

- **REVENUE:** In regard to revenue, the Library met or exceeded its budgeted revenue targets for FY 2000-01. According to the City Controller's Office, property tax allocations made pursuant to Proposition E exceeded budgeted amounts by approximately $1.5 million and the General Fund contribution required by Proposition E met budgeted expectations.

This is a very brief summary of prior year activity. I look forward to discussing this with the Commission in more detail next week.

Attachments

cc: Susan Hildreth, City Librarian

8/29/ ATTA ENT A As of Augus 2001

FY 2000-01 BUDGET EXPENDITURES

	INITIAL BUDGET (AAO)	CARRY FORWARD APPROP.	BUDGET ADJUSTMENT	REVISED BUDGET	ACTUAL	ENCUMB.	BALANCE	Percent Spent
OPERATING BUDGET								
SALARIES & WAGES	$ 29,710,868	$ -	$ (125,067)	$ 29,585,801	$ 28,690,381	$ -	$ 895,420	96.97%
FRINGE BENEFITS	$ 7,375,621	$ -	$ (9,330)	$ 7,366,291	$ 6,846,837	$ -	$ 519,454	92.95%
NON-PERSONAL SERVICES	$ 2,401,349	$ 88,088	$ (191,830)	$ 2,297,607	$ 2,177,508	$ 82,535	$ 37,564	98.37%
MATERIALS & SUPPLIES	$ 5,427,230	$ 529,585	$ (88,190)	$ 5,868,625	$ 5,206,754	$ 594,501	$ 67,370	98.85%
EQUIPMENT	$ 720,030	$ 130,455	$ 176,496	$ 1,026,981	$ 750,794	$ 264,339	$ 11,848	98.85%
SRVCS OTHER DEPTS.	$ 1,796,698	$ 707,022	$ 267,714	$ 2,771,434	$ 2,346,540	$ 500,467	$ (75,573)	102.73%
SUBTOTAL	$ 47,431,796	$ 1,455,150	$ 29,793	$ 48,916,739	$ 46,018,814	$ 1,441,842	$ 1,456,083	97.02%
INTERDEPT'L RECOVERY	$ (434,214)	$ -	$ (37,500)	$ (471,714)	$ (391,390)	$ -	$ (80,324)	82.97%
SUBTOTAL, OPERATING	**$ 46,997,582**	**$ 1,455,150**	**$ (7,707)**	**$ 48,445,025**	**$ 45,627,424**	**$ 1,441,842**	**$ 1,375,759**	97.16%
CAPITAL PROJECTS BUDGET								
Branch Maintenance	$ 240,000	$ 29,562	$ -	**$ 269,562**	$ 200,379	$ 68,230	**$ 953**	99.65%
Branch Roof Repair Projects	$ 250,000	$ 254,371	$ -	**$ 504,371**	$ 359,556	$ 112,048	**$ 32,767**	93.50%
Branch Electrical Projects	$ 500,000	$ -	$ -	**$ 500,000**	$ -	$ -	**$ 500,000**	0.00%
Main Library - POE	$ -	$ -	$ 1,065,000	**$ 1,065,000**	$ -	$ -	**$ 1,065,000**	0.00%
SUBTOTAL, CAPITAL	**$ 990,000**	**$ 283,933**	**$ 1,065,000**	**$ 2,338,933**	**$ 559,935**	**$ 180,278**	**$ 1,598,720**	31.65%
TOTAL BUDGET	**$ 47,987,582**	**$ 1,739,083**	**$ 1,057,293**	**$ 50,783,958**	**$ 46,187,359**	**$ 1,622,120**	**$ 2,974,479**	94.14%

ATTACHMENT B
2000-01 YEAR-END REVENUE

			BUDGET		ACTUAL		VARIANCE	
PROPERTY TAX ALLOCATIONS		**$**	**18,294,320**	**$**	**19,820,186**	**$**	**1,525,866**	8.3%
GENERAL FUND ALLOCATIONS								
39899	Other City Property	$	27,964	$	27,420	$	(544)	
48111	Homeowners Prop Tax	$	164,735	$	170,961	$	6,226	
48999	Other State Grants	$	1,331,806	$	1,328,078	$	(3,728)	
62511	Books Paid	$	42,225	$	38,126	$	(4,099)	
62531	Fines	$	420,213	$	421,787	$	1,574	
62541	Reserve Postal	$	14,814	$	16,333	$	1,519	
62542	Library Events/Mtg Rms.	$	-	$	17,933	$	17,933	
62599	Misc. & Others	$	17,948	$	5,848	$	(12,100)	
78902	NSF	$	-	$	(202)	$	(202)	
9201g	General Fund Transfer	$	26,873,557	$	26,873,557	$	-	
	Subtotal, General Fund	$	28,893,262	$	28,899,841	$	6,579	
LPF RESERVE ALLOCATION		$	800,000	$	800,000	$	-	
						$	-	
TOTAL SOURCES		**$**	**47,987,582**	**$**	**49,520,027**	**$**	**1,532,445**	3.2%

dbr

David Binder Research

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DOCUMENTS DEPT.

OCT - 5 2001

SAN FRANCISCO
PUBLIC LIBRARY

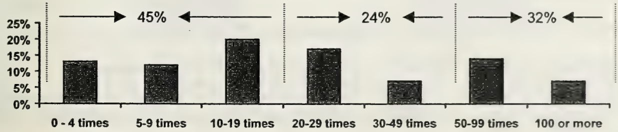
To: Susan Hildreth
Donna Corbeil
From: David Binder & Nick Fynn
Date: 08/30/01
Re: Analysis of results of Library Onsite Survey

During June and July, 2001, San Francisco branch library users completed and submitted 2,355 on-site questionnaires detailing their responses to questions about library facilities and priorities. This report summarizes the findings of these surveys and their relationship to the findings of branch library focus groups which explored similar issues. This report only examines opinions about San Francisco branch libraries in general, not specific differences between individual branch libraries.

Frequency of Use

Overall, 45% of the respondents said they had visited their branch library from zero to 20 times during the last year. 24% said they had visited their branch library between 20 and 50 times during the last year and 31% said they had visited their branch library between 51 and 100 times in the last year. 11% did not know.

"How many times had you yourself visisted this branch library in the last 12 months?



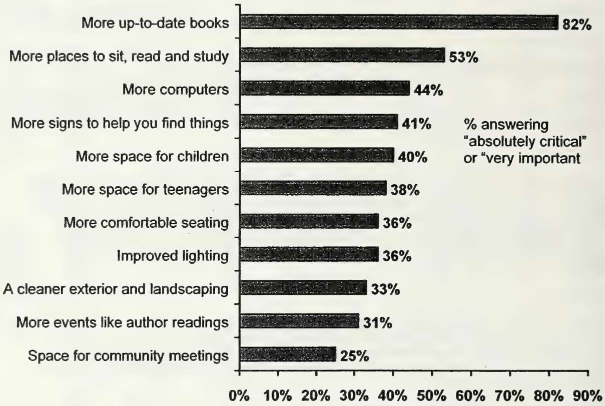
The most common users of branch libraries are teenagers and residents over 50.

Attachments for 9-4-01 Commission Meeting - YEAR END ANALYSIS

Prioritizing Library Functions

When asked to prioritize various library functions, respondents generally provided similar results to those found in the focus groups. Respondents overwhelmingly agreed the library's top priority should be providing more up-to-date books. Additional places to sit, read and study were listed second, followed by providing more computers, more space for children and improved signage.

"How important is it to you for the library to provide each of the following?"



Space for community meetings was ranked last, with 30% saying it was not important for the library to provide. Community space was also commonly sacrificed during the "design-your-own-library" exercise during the focus groups.

The following are differences noticed by demographic subgroup:

1. More up to date books: This was the top priority of all subgroups. A majority of respondents, regardless of sex, age, ethnicity or education found this critical or very important.
2. More places to sit, read and study: This was especially important among patrons under 30, Latinos, and Asians.
3. More computers: Clearly, people of color view this a higher priority than whites. 68% of Latinos and 53% of Asians and blacks viewed this as very important compared to just 34% of whites.
4. More signs to help you find things: Teenagers and patrons under 30 were more likely to define this a critical need.
5. More space for children: response to this question was clearly divided according to whether one had a child at home. 63% of patrons with children under 18 At home view this as very important compared to just 32% of those without kids at home.

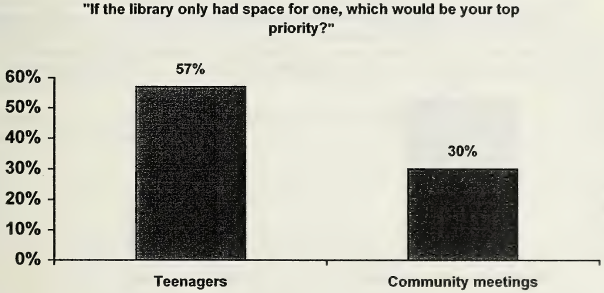
6. More space for teenagers: Similarly, 54% of those with children at home found this as very important compared to just 31% of those without children at home. This indicates that for some people space for children is a slightly higher priority than space for teenagers.
7. More comfortable seating: This was a higher priority for Asian patrons and those under Age 18.
8. Improved lighting: Asian patrons were more likely to state this was a priority.
9. A cleaner exterior and landscaping: This was more of an issue for younger women and younger Asians and Latinos.
10. More events like author readings: This is viewed as a somewhat lower priority among all groups with the exception of Latinos under 50.
11. Space for community meetings: This was the lowest rated item among nearly all groups although it was rated somewhat higher among Latinos.

Trade-offs

Library patrons were also asked to choose between two competing options for space within branch libraries. The results confirmed the findings above in that community space was seen as least important. More places to sit, read and study was clearly prioritized ahead of separate checkout desks and more computers.

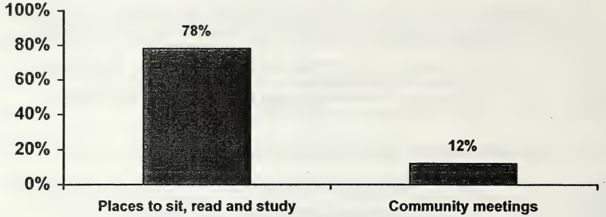
When asked to choose between space for teenagers and space for community meetings, 57% chose space for teens over community meetings while 30% chose community meeting space. 14% did not know.

All subgroups prefer space for teenagers, especially Asians. Men without children at home were more likely to prefer space for community meetings.



78% chose more places to sit, read and study over community meeting space, compared with only 12% who chose community meeting space as more important.

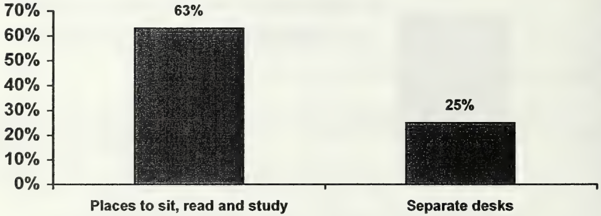
"If the library only had space for one, which would be your top priority?"



Similarly, 63% of branch library users believe more places to sit, read and study are more important than space for separate desks for checking out books, information and children's services. 25% said it was more important to have the separate desks while 12% did not know.

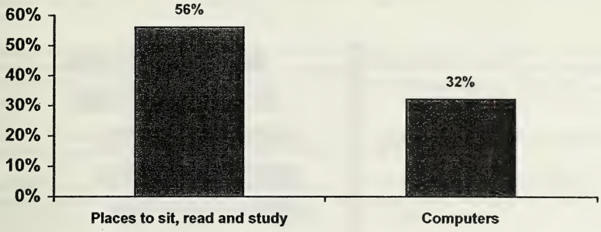
This preference was noted among all subgroups with the exception of Latinos and blacks under age 40 who were divided between the two options.

"If the library only had space for one, which would be your top priority?"



Finally, 56% said more places to sit read and study are more important than more computers, although 32% said computers were more important.

A majority of patrons under age 30 said space for more computers was preferable. Patrons over age 40 preferred places to sit, read and study by over a two-to-one ratio. This difference was most clearly seen in Latino and African-American groups where younger Latinos and African-Americans strongly preferred space for more computers and African-Americans and Latinos those over 40 preferred space to sit, read and study.



"If the library only had space for one, which would be your top priority?"

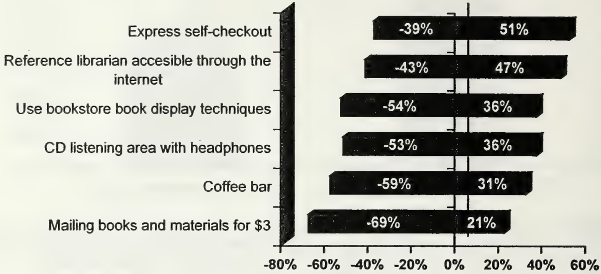
The onsite survey of branch library users generally confirms the findings of this year's focus groups. Patrons overwhelmingly prioritize having more up-to-date books ahead of all other library priorities. Patrons also prioritize the need for more space to sit, read and study ahead of most other priorities. Other priorities include more computers, space for children and improved signage within the library.

New Services

Self-help services which make library use easier were the most popular of potential service additions tested. Express checkout, already in use at the library, was most popular (51% somewhat or very interested), followed by access to a reference librarian through the internet (47% somewhat or very interested). 36% said they were somewhat or very interested in having a CD listening area. 36% also said they would like to see the library use book display techniques used in bookstores.

A coffee and snack bar (45% not interested) and a $3 fee based home mailing service were the least popular of the new services tested.

"How important is it to you for the library to provide each of the following?"



Asians and younger patrons are more likely to show interest in Express Checkout. Those with children at home are more likely to express interest in an internet librarian. Patrons under age 30 are much more likely to show interest in a CD listening area. Teenagers are the only subgroups to show interest in a coffee and snack area. Patrons under 30 and Latinos are more likely to show interest in book display techniques used in book stores.

Other Comments

Respondents were also provided with space to make any additional comments they wanted to share with the library. This question produced a wide range of feedback varying from positive general messages about branch libraries to specific criticisms about certain library services and features.

The most common comment was the request that the library add more books to its collection. Most of these requests did not specify a particular type of book, only that the library continue to prioritize its book collection ahead of all other services. Some patrons specifically commented on the role of the library in the community, stating that they believed its number one priority should be to encourage reading, particularly among young people, and that more books were needed to fulfill that role. This finding correlates directly with the findings in the focus groups. Patrons also suggested adding other materials to the library including more video tapes, compact disks and audio books. Some specific magazines and newspapers were also suggested. Patrons also suggested increasing the physical space and the hours of operation of the branch libraries.

Many comments referred to computers. Many patrons requested some form of training at the library to help people without computer skills to learn to use them. Some patrons expressed confusion over the computerized card catalog and asked for a return to the old card catalog method. Internet access was commonly associated with computers with some patrons complaining about the amount of time younger patrons spent using the computers for the internet.

Excessive noise was a common criticism of the branch libraries. Several patrons suggested banning cell phones in the library and suggested that noise reduction be considered in branch planning.

Other common requests from respondents included providing more Chinese language materials, more Spanish language materials and programming and space for children. Additional space for teens was also mentioned. A significant number of respondents emphasized how much they value the library and in particular, the library staff.

As in the focus groups, patrons were divided over whether they wanted a coffee and snack bar in the library. Some suggested it while other specifically opposed this idea.

Bathrooms were also a common issue raised by patrons with several complaining about the cleanliness of the bathrooms and some referring specifically to the use of the bathrooms by homeless people.

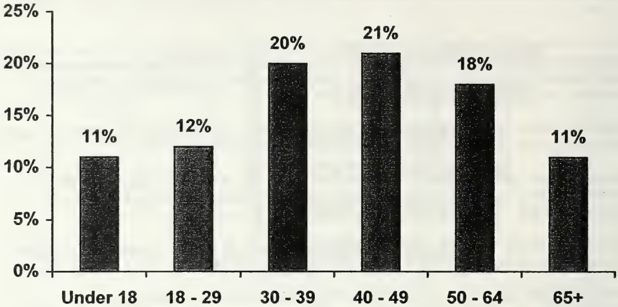
Patrons also mentioned the need to generally improve the upkeep of the exterior of the buildings. Several patrons indicated they specifically enjoy the exterior architecture of the building.

While the focus groups found popular support for the self-checkout at the library, many respondents were critical of this feature saying the separate receipt was easy to lose and made tracking the due dates of checked out materials difficult. Patrons also expressed frustration with the interlibrary loan process and asked that it be easier to use.

Physical library facilities which respondents focused on included the need for more parking, better seating and lighting, access for the disabled, and book displays. Some criticism of the fine structure and copiers was also noted.

Demographics

The age of survey respondents was evenly spread, similar to a classic bell curve.



44% of those who answered the survey were white or Caucasian. 26% of those who answered were Chinese. 5% said they were Latino while the remainder were a mixture of African-American, non-Chinese Asians, mixed, or refused to say.

Respondents represented an extremely well educated sample. 30% of the respondents were college graduates and another 29% said they had completed post-graduate work such as a Master or PhD. 16% said they had taken college classes but had not graduated while 6% had a high school or GED level education. 10% said they had not graduated from highs school.

29% said they had children living with them at home while 62% said they did not. 57% of respondents were female, 33% were male and 10% refused to state. 65% said they had internet access in their home while 28% said they did not. 35% of respondents said they did use the internet at the library while 57% said they did not use the internet.

San Francisco Public Library

Branch Library Focus Groups

Summary of Qualitative Research

May 15, 2001

David Binder Research

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Research Overview

Background

In November, 2000, San Francisco voters passed Proposition A, a bond measure to refurbish and revitalize San Francisco's branch libraries. To better understand public opinion and prioritization of various branch library services and features, the San Francisco Public Library retained the services of David Binder Research to conduct both focus groups and polling research services. The project was structured so as to conduct the focus group research among various demographic subsets of branch library users, as well as some non-users, and to then use the focus group findings to structure both an on-site survey of branch library users.

Methodology

This document summarizes the results of the five focus groups conducted between April 24 and April 30 in the City of San Francisco. Four groups dealt with separate demographic subsets of library users including Teens (13-18), Generation Y (ages 19 – 24), parents with children still at home, and Seniors (over 65.) A fifth group was conducted consisting of San Francisco residents who had not used the library in at least the last year. Focus group participants were guided through a discussion of branch libraries beginning with a general assessment of the library, opinions about the particular branch library they use most, a discussion of library modernization, a specific questionnaire about library features, responses to specific potential changes at the library, and finally, a space allocation exercise.

Specific summaries of each of the focus groups, along with group composition charts and responses to the various exercises are included at the end of this report. Groups were conduced at two sites in San Francisco, Consumer Research and Fleishman Field Research. The schedule of groups is outlined below.

Group Composition	Site	Date and Time
Generation Y (ages 19-24) library users	Consumer Research	April 24, 2001 6:00 p.m.
Senior (65+) library users	Consumer Research	April 28, 2001 6:00 p.m.
Non-library users	Consumer Research	April 28, 2001 8:00 p.m.
Teen (ages 13-18) library users	Fleischman Field Research	April 30, 2001 9:00 p.m.
Library users with minor children at home (parents)	Fleischman Field Research	April 30, 2001 9:00 p.m.

Executive Summary

General Library Usage

Each discussion group began with a general overview of why patrons use the library and how often they go. Participants were asked which libraries they use and to differentiate between the main and branch library services they used.

Focus group participants reported a wide range of library usage patterns. Teens tended to use the branch libraries for school related activities or just “hanging out” while parents overwhelmingly reported their primary usage was for their children. Seniors and Gen. Y participants reported using the library often to research various topics of interest.

Participants generally indicated they were more likely to go to the main library for specific research projects, to locate complex reference material or to use a computer. Branch libraries were more likely to be used based on their proximity, and ease of access, or for particular language or ethnic collections some branches specialize in.

Without exception, every focus group clearly prioritized books as the first and foremost priority of the main and branch libraries. Participants consistently expressed a desire for more, up-to-date books. This was emphasized in the exercise in which teams were asked to allocate blocks of space to particular branch library functions. 43% of the total space allocated in these exercises was to adult and children’s stacks.

Every group included participants who said they rely on the library for computer access, or have done so in the past. While younger, more computer savvy participants were critical of the age and condition of the computers. Some seniors showed enthusiasm for having computers in the library so they could learn to use them.

Branch Library Physical Improvements

Next, participants were asked to focus more specifically on the branch libraries and to grade them based on the branch library they used most often. Participants were then asked to brainstorm both physical library features and services which caused lead them to grade the library as they did.

Lack of space and poor physical maintenance generally emerged as the most common criticisms of San Francisco’s branch libraries. Patrons saw the building exteriors as drab and uninviting, poorly landscaped and the doors as unwelcoming.

The most common suggestion for change was that the library provide more, comfortable, cushioned seating and lounging areas in which to read and browse material. Every group made this point with the parents seeming most adamant about the need for comfortable space so they could read to their children. Participants also regularly suggested improved natural lighting be incorporated into the library.

A handful of participants raised the issue of bathroom cleanliness as another fault of the branch libraries. Parents in particular worried that their children might be exposed to inappropriate behavior such as homeless persons bathing in the bathrooms or drug paraphernalia. Most participants preferred single-sex multi-stalled bathrooms over unisex single stall facilities. However, when asked in the space allocation exercise to choose between multi-stall single sex bathrooms and more space for books, the vast majority chose to allocate more space to books and sacrifice the larger bathrooms in favor of the smaller, unisex single stall bathrooms.

On-site coffee bars and snack foods received mixed support and opposition. Teens and some seniors tended to most strongly favor the on-site option while most others opposed it, fearing patrons would damage books with the food or that it would lead to another Starbucks, which they expressly named and disliked. Ironically, many participants also revealed they frequently spend time reading and browsing in Border's Books because it is more comfortable than the library and has on-site coffee and food.

Respondents frequently indicated a separate computer room was desirable to them. Computers ranked third overall in the space allocation exercise (12%) behind books (43%) and reading/browsing space (18%.)

Branch Library Service Improvements

The most common suggested improvement to library services was that the library have more up-to-date books, and that the library have multiple copies of popular titles.

Another common criticism of the library, more strongly heard from seniors and parents, is that the branch library hours are inconsistent and unpredictable. Participants regularly suggested increasing the amount and regularity of branch library hours.

A large number or respondents spread throughout the groups indicated they wished the branch libraries would engage in more community outreach, letting local neighborhoods know more about upcoming library events and functions.

Modernization vs. the Library of My Youth

Next, participants were asked to address the tension between the modernization of the library and the desire to keep "the library of my youth." The placement and use of computers was of particular importance in this section. Participants in most groups agreed the issue of modernizing the library was a complicated one. Generally, most participants said they wanted a modern library with modern books and well designed, well lit building.

A clear difference of opinion emerged between the two schools of thought with Gen. Y users in particular saying they valued an "old-school" feel to the library with particular emphasis on wood and a historical, book oriented environment. They specifically eschewed glass and metal material, a sentiment echoed in the library non-users group from which criticism emerged comparing the new Main Library to a hospital and a prison because of its layout and the choice of construction materials. However, teen library users actually suggested they wanted more metal in the library buildings.

Other library users indicated they wanted a modern library but one that emphasized books and restricted computer usage and access so as to not disturb library patrons who were reading quietly. These strategies included isolating computers from stacks and reading areas and limiting Internet use to non-chat room and gaming activities.

In the context of this discussion, participants clearly placed a high value on the atmosphere of the library and to this extent, again, they generally focused on a book-centered environment with plenty of quiet reading time.

Library Ranking Exercise

After the discussion of modernization, group participants were asked fill out a survey to rate several different aspects of the library. Generally, focus group participants agreed strongly that the library is safe, clean and has adequate space for children.

Respondents also agreed, though at weaker levels, that the library was inviting and welcoming, that patrons could usually find what they are looking for and that it was easy to find adequate places to sit, read and study.

Respondents were mixed when asked if the library had enough materials that are accessible to the public. Respondents were also mixed when asked if the library had enough computers that are accessible to the public. Participants agreed that the library staff are knowledgeable, professional, friendly and courteous.

Library patrons were not sure if there is adequate space in the library for teenagers.
Patrons strongly felt that the bathrooms are not clean or accessible. They also felt the library does not have adequate space for community meetings.

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	18	16	5	1	0
	32			1	
2. Is the library clean?	13	17	4	5	1
	30			6	
3. Is the library inviting and welcoming?	11	14	6	8	1
	25			**9**	
4. Is the library staff knowledgeable and professional?	15	13	10	2	0
	28			**2**	
5. Is the library staff friendly and courteous?	15	11	9	5	0
	26			**5**	
6. Are the bathrooms clean and accessible?	1	7	14	13	7
	8			**20**	
7. Does the library have enough books and materials that are accessible to the public?	4	12	10	11	2
	16			**13**	

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
8. Does the library have enough computers that are accessible to the public?	3	8	12	14	2
	11			**16**	
9. Is it easy to find adequate places to sit, read and/or study?	7	15	6	7	5
	22			**12**	
10. Does the library have adequate space for children?	13	14	8	2	2
	27			**4**	
11. Does the library have adequate space for teenagers?	2	8	18	7	3
	10			**10**	
12. Does the library have adequate space for community meetings	0	6	18	11	4
	6			**15**	
13. Can you usually find what you are looking for?	4	16	9	9	1
	20			**10**	

These responses do not include participants from the library non-users group, who where not administered the questionnaire.

Responses to specific library improvements

After the questionnaire was administered, participants were asked to provide feedback on a number of different potential changes to service at the branch libraries. A simple hands-up, hands-down voting mechanism was used to determine levels of support or opposition to each proposed change.

Co-location of branches with school libraries – generally, most groups opposed this idea on the premise that reading ought to be easily accessible in schools and concerns over the distance children would have to travel to get to the library. However, parents supported this idea saying it might ease school overcrowding.

Express checkout – group participants generally supported this concept. Some noted it has already been implemented at the Main Library. One parents noted her children really enjoyed the process of checking out their own books.

Self-Sorting returns – most respondents generally thought this was an acceptable option but expressed significant reservations that other patrons would not sort the books and would force library staff to do the work instead.

Combining children & adult non-fiction – this idea was overwhelmingly rejected by all the groups. Many felt the adult material would be confusing, overwhelming and inappropriate for children to have to wade through in order to find their own material. Others felt adults would be distracted from their quest for quiet reading time by children in the adult stacks.

Combining information with checkout – Most group participants rejected this idea out of the single concern that it would increase the time spent waiting in line. It should be noted that participants may have not fully understood this concept and assumed the information and checkout functions would be handled by the same staff.

Open reserves – Most groups also rejected this idea but again, possibly more through misunderstanding the concept than actual reservations about it. Some raised concerns that open reserves would lead to people taking books not intended for them. Others expressed privacy concerns that they didn't want people looking under the slips of paper on the spine to see what other people were checking out of the library.

Mail delivery of materials – Many respondents said this seemed like a good idea although they raised concerns about the cost of providing the service, the staff time required to package materials, and the enforceability of payment for the service.

Naming of building areas or collections for donors – Most focus group participants said this was a good idea and an effective fundraising tool. Some expressed concerns that the library as a public space should not have corporate sponsors on-site and one parent said she did not want the library to imprint corporate identity on her children. Still, naming collections for individuals or families seemed appropriate to most participants and some suggested it might be an inspiring feature for children to excel.

Restrooms – Generally, participants indicated they desired larger multi-stall single gender bathrooms. However, when forced to choose between these bathrooms and smaller unisex single stall bathrooms to make way for more books, an overwhelming majority of participants selected the smaller bathrooms. Concerns were raised over children being exposed to inappropriate activity in the bathroom as well as drug use and homeless activity in the bathrooms. Patrons generally gave bathroom cleanliness lower scores during the questionnaire section of the focus groups.

Computers – Generally, participants indicated they wanted a separate computer section, segregated from the rest of the library because of noise considerations. Patrons were critical of the noise some teens made using the computers and also expressed some distrust of computers as distractions from the book reading process. This was mainly true among seniors. Some younger library users indicated integrating computers throughout the library would make it easier to use them in research settings alongside other library resources. Still, during the grid space allocation exercise, participants tended to keep computers separate from the rest of the library.

Consistency of branch layout – Most groups tended to reject this option, most likely because they assumed a worse case scenario of identical building styles and content. Participants consistently expressed a desire for the branch libraries to reflect the ethnic and cultural composition of the surrounding neighborhood. Only the parents group expressed some interest in this approach indicating it may be possible for the library to retain neighborhood character but still have some general stylistic consistency to help patrons identify different library resources with more ease.

Library Space Allocation Exercise

The final element of the focus group was designed to measure the different trade-offs library patrons would make between different library elements and services when faced with limited space. Focus groups were divided into teams of two and then each team was given a piece of paper with a grid of 25 boxes on it. Teams were asked to "design" their own branch library, choosing elements from a list of different library features with numeric goals attached them. For instance, if computers were to be put in a separate room, they required four squares. If they were integrated into the rest of the library they only required three. Unisex, single-stall bathrooms occupied one square each while larger, single-sex multi-stall bathrooms took up much more space.

As noted previously, adult book stacks tended to be the highest priority in all groups, followed by children's stacks, computers and then an adult reading area. Respondents tended to keep computer resources separated from the rest of the library materials.

Respondents were mixed on the notion of setting aside a separate children's reading area. During the discussion phase of each group, participants expressed concern about the level of noise children sometimes introduce into the library. Parents were particularly committed to ensuring there is a separate reading area for children in the libraries.

Smaller, unisex bathrooms were generally selected in order to make way for space for more books. Most respondents were willing to combine the circulation and information desks to save space.

While participants often expressed interest in having some sort of community space for public meetings and events, during the space allocation exercise community meeting space was often completely dropped from the library layout.

Similarly, space for teens was often completely omitted from the layout suggestions in favor of more stacks of adult books.

The following chart illustrates the breakdown of responses.

Gen. Y	Seniors	Teens	Parents	Total	%	
37	36	30	37	140	28%	Adult stacks
19	18	15	22	74	15%	Children stacks
10	15	15	19	59	12%	Computers
18	14	6	10.5	48.5	10%	Adult reading area
11	9	9	9.5	38.5	8%	Child's reading area
8	7	11	9	35	7%	Unisex bathrooms
8.5	8	8	9.5	34	7%	Circulation desk
5.5	8	8	6.5	28	6%	Information desk
4	2	12	2	20	4%	Teen area
4	5	7	0	16	3%	Community room
0	0	4	0	4	1%	Multi-stall bathrooms
125	122	125	125	497	100%	

Parent Users Focus Group Analysis

This group was composed of eleven parents with children at home who use the library, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, general patterns of library usage, preferences for improvement, facility layout, and prioritization of library features. Participants were also asked to complete two written exercises to further explore their attitudes and beliefs about library facilities.

Focus Group Participants

	Gender	*Library*	*Neighborhood*	*Visit w/ Kids*	*Kids Age*	*Ethnicity*	*Age*
Alba C.	F	Glen Park, Noe Valley	Glen Park	Yes	10	Latina	26
Rashmi G.	F	Sunset	19th/Irving Branch	No	3 wks	Asian	32
Rette T.	F	Park, West Portal	Upper Haight	No	18	Cauc	58
Susan B.	F	Merced, Noe Valley	Noe Valley	Yes	10	Cauc	34
Shannon S.	M	Mission, Main	Hayes Valley	No	6 mos	Cauc	25
Elizabeth C.	F	Noe Valley, Eureka Portola, Glen Park	Noe Valley	Yes	4,8	Cauc	35
Dominic D.	F	Excelsior/Presidio, Main	Haight	Yes	7, 18 mos, 2 mo	Afr. Am	22
Geoff K.	M	Richmond	Russian Hill	Yes	3.5 yrs	Cauc	34
Betty M.	F	Western Addition	Western Addition	Yes	7, 2.5yrs	Cauc	39
Renee H.	F	Bernal Heights	Bernal Heights	Yes	5	Afr. Am/Latina	29
Charles C.	M	North Beach	Mission	Yes	9	Latino	58

General Usage

Most parents indicated they go to the library to provide reading services for their children more than they do for themselves. A minority of parents with younger children indicated the age of their children made using the library more difficult.

Branch Library Usage

- When asked to grade the branch libraries, most responded with a C. When asked to identify positive elements of the library, branches were described as friendly to kids, particularly the Noe Valley Branch. Staff were seen positively and computer access was also mentioned as positives. Programming such as LapSit was positively identified and parents indicated support for walled off, enclosed spaces in the library for children.

- A number of negative descriptors also emerged. Library facilities were described as : run-down, depressing and unwelcoming. Patrons expressed concern over limited book selections and homeless persons on the premises. Others said there was too much emphasis on entertainment and not enough on reading. Others claimed the books were outdated and often missing. The bathrooms were described as dirty and inadequate. Some parents suggested installing changing tables in the bathrooms. Some said staff was unfriendly and seemed "annoyed". A significant element said there was too little comfortable space to sit and read to children. Others suggested the noise and chaos of the computer areas was disturbing and suggested fixing the headphones on the computers.

- Next, participants were asked to identify specific changes they would like to see made to the library. Suggested physical improvements included more space for books; more comfortable places for sitting and reading to children; cleaner, well-maintained bathrooms with separate stalls and changing tables for kids; featured shelving for new material such as "librarian picks"; and improved landscaping.

- One participant suggested creation of a library flag which would be used to identify branch libraries throughout the city.

- Suggestions for increased and improved services included new book readings (particularly by children's book authors), increased space for community meetings, presentation of children's films such as shorts and cartoons, presentations and performance by magicians and artists, development of an outreach class on how to use the library, geneology research services, focus of branch libraries on specific neighborhood identities and ethnicities, and as a deposit for historical pictures.

- One participant suggested the re-establishment of the Financial District business library.

Modernization

- When asked if the library was modern enough, participants quickly agreed there needed to be a balance between modern and traditional uses and resources and that "modern" itself was difficult term to define. Participants clearly placed an emphasis on books over other uses but also pointed out the library needed to have more modern and contemporary books. Some dislike of computer usage patterns emerged with some saying teen use of the library computers for Internet chatrooms and gaming should be abolished to ensure others have access to the computers. Some participants reiterated the need to make computer use a quieter activity at the library that would not bother other patrons.

- One participant, a mother with four children, indicated access to the computers at the library was very important to her as she needed them to hunt for career information, job listings and child-care.

- When asked to summarize the most important changes that could be made at the library, participants identified better lighting, more consistent hours, open and inviting doors, clean facilities and friendly staff.

Changes in Library Functions and Services

- Parents generally responded favorably to the co-location of school and branch libraries saying it would help school overcrowding. Other parents noted the branches may already be too small to absorb the collections from schools. Parents were supportive of the co-location of school libraries with a boy's or girl's club or senior center, so long as it means new space is being opened rather than old space being closed.

- Almost unanimous support emerged for the express checkout procedure, with one parent particularly noting that her children really enjoy the process.
- Self-sorting of library returns also received strong support with parents noting that even while some people may not bother to sort their books, any time saved up front would assist librarians in their work schedules.
- Parents strongly rejected the combining of children's and adult non-fiction collections, saying it would be too confusing to children to have to wade through the stacks of adult books looking for their children's books.
- Parents strongly opposed the combining of check-out and information desks on the basis that it would increase the amount of time spent waiting in line.
- A majority of parents supported the placement of reserved materials on a specific shelf with the reserver's name on the spine of the book but expressed a common concern that other patrons would take the book.
- Most parents were undecided though the group leaned against the use of the postal service to deliver books through the mail out of concerns that the library would not be able to collect the fee and that it's not worth the expense to provide the service.
- Parents were generally supportive of naming areas or naming collections for benefactors who provide funds for the library although this seemed more acceptable if they were individuals or families and not corporations. One parent specifically indicated they did not want the library to build brand loyalty in their kids.
- Parents strongly supported the notion of separate, multi-stall gender specific bathrooms. One woman expressed her desire to keep young girls away from older men in bathrooms. Another claimed in some existing single-stall library bathrooms, "junkie's use it to shoot up."
- By a vote of ten to one, parents supported segregating computers from the rest of the library and placing them in a distinct location within the library, mainly out of concern for noise.
- Participants were mixed in their response to a common layout and feel to the branch libraries saying they desired a non-homogenous layout and feel but that some consistency would help patrons to find materials more easily and quickly.

Questionnaire Responses

<table>
<tr><th></th><th>DEFINITELY YES</th><th>PROBABLY YES</th><th>NOT SURE/ DON'T KNOW</th><th>PROBABLY NO</th><th>DEFINITELY NO</th></tr>
<tr><td>1. Is the library safe?</td><td>3</td><td>5</td><td>2</td><td>1</td><td></td></tr>
<tr><td></td><td colspan="2">8</td><td></td><td colspan="2">1</td></tr>
<tr><td>2. Is the library clean?</td><td>1</td><td>5</td><td>1</td><td>3</td><td>1</td></tr>
<tr><td></td><td colspan="2">6</td><td></td><td colspan="2">4</td></tr>
<tr><td>3. Is the library inviting and welcoming?</td><td>2</td><td>5</td><td>1</td><td>2</td><td>1</td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">3</td></tr>
<tr><td>4. Is the library staff knowledgeable and professional?</td><td>3</td><td>4</td><td>2</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">2</td></tr>
<tr><td>5. Is the library staff friendly and courteous?</td><td>2</td><td>5</td><td>3</td><td>1</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">1</td></tr>
<tr><td>6. Are the bathrooms clean and accessible?</td><td></td><td></td><td>3</td><td>4</td><td>4</td></tr>
<tr><td></td><td colspan="2">0</td><td></td><td colspan="2">8</td></tr>
<tr><td>7. Does the library have enough books and materials that are accessible to the public?</td><td></td><td>2</td><td>1</td><td>6</td><td>2</td></tr>
<tr><td></td><td colspan="2">2</td><td></td><td colspan="2">8</td></tr>
<tr><td>8. Does the library have enough computers that are accessible to the public?</td><td>1</td><td>3</td><td>2</td><td>5</td><td></td></tr>
<tr><td></td><td colspan="2">4</td><td></td><td colspan="2">5</td></tr>
<tr><td>9. Is it easy to find adequate places to sit, read and/or study?</td><td>2</td><td>3</td><td></td><td>3</td><td>3</td></tr>
<tr><td></td><td colspan="2">5</td><td></td><td colspan="2">6</td></tr>
<tr><td>10. Does the library have adequate space for children?</td><td>3</td><td>4</td><td>2</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2">2</td></tr>
<tr><td>11. Does the library have adequate space for teenagers?</td><td>1</td><td>2</td><td>6</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">3</td><td></td><td colspan="2">2</td></tr>
<tr><td>12. Does the library have adequate space for community meetings</td><td></td><td>3</td><td>4</td><td>4</td><td></td></tr>
<tr><td></td><td colspan="2">3</td><td></td><td colspan="2">4</td></tr>
<tr><td>13. Can you usually find what you are looking for?</td><td>1</td><td>4</td><td>2</td><td>3</td><td>1</td></tr>
<tr><td></td><td colspan="2">5</td><td></td><td colspan="2">4</td></tr>
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Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Parent group 1	Parent group 2	Parent group 3	Parent group 4	Parent group 5	Parent Total	%
Adult stacks	8	5	9	8	7	37	30%
Children stacks	4	7	4	4	3	22	18%
Adult reading area	2		1.5	4	3	10.5	8%
Child's reading area	2		1.5	4	2	9.5	8%
Computers	4	4	4	3	4	19	15%
Unisex bathroom	2	3	2		2	9	7%
Circulation desk	1.5	2	3	1	2	9.5	8%
Community room						0	0%
Information desk	1.5	2		1	2	6.5	5%
Teen area		2				2	2%
Multi-stall bathroom						0	0%
	25	25	25	25	25	125	

Senior Users Focus Group Analysis

This group was composed of ten library users over the age of 65, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender, ethnicity and residence within The City. Participants were guided through a discussion of the main and branch libraries, addressing topics such as general patterns of usage, preferences for improvement, facility layout and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	Gender	Library	Neighborhood	Ethnicity	Age
David O.	M	Main/Eureka Valley	Tenderloin	Cauc	65
Ted B.	M	Main/Eureka Valley	Lower Haight	Cauc	65
Virginia G.	F	Bay View	Hunter's Point	Afr. Am.	66
Leatrice B.	F	Taraval, Main	Sunset	Native Am	65
Joseph S.	M	Merced	Park Merced	Cauc	65
Diane P.	F	Chinatown, Main	Russian	Armenian	66
Raul R.	M	Marina, Main	Marina	Latino	71
Naomi H.	F	West Portal, Main	West Portal	Cauc	66
Cecilia C.	F	West of Twin Peaks	West Portal	Asian	68
Dr. Mark R.	M	Western Addition	Western Addition	Cauc	69

General Library Usage

Senior branch library users indicated they used the library as often as a few times a week to as seldom as four times a year. They noted that they were more likely to use the Main Library rather than the branches for items such as videos and periodicals and to research historical events or other items in greater detail.

Branch Library Usage

- Participants were asked to grade branch libraries, and responses ranged from an "A" to a "C", on an scale of "A" through "F". Inconsistent hours, uncomfortable seating and direct comparisons with Border's books were the most common criticisms resulting in a lower grade for the branch libraries.

- When asked to identify positive aspects of branch libraries, respondents consistently mentioned that they found library staff to be both helpful and friendly and that they were learning about computers, many for the first time. Some participants stated they had received specific help and training from library staff in basic computer usage skills.
- Negative responses to the library centered on inconsistent hours at the branch libraries, and uncomfortable environmental factors such as too little space, unused space, uncomfortable chairs and poor temperature regulation (usually described as being "too hot".)

- When asked to suggest physical improvements to the library, participants suggested better temperature regulation, enlarging facilities, providing better photocopying services, more comfortable chairs and adding an auditorium for poetry reading, community films and other performance art space.

- Suggested service enhancements to the library included reducing noise levels, not disposing of books, increasing library hours and increase staff accordingly, providing computer classes, adding DVD's and audio books (particularly for the blind) and increasing kids programming (particularly for teens). Increased focus on those with reading disabilities, clearer delineation of subject matter and on-site surveys for patron feedback were also suggested.

- Some participants suggested on-site coffee and snack services but a majority disagreed, worrying about spills and other messes produced by food in the library. Specific criticisms included concerns about smell, damage to books, and general distraction from the reading environment.

- Participants were supportive of a CD listening station so long as it remained separate from the reading areas of the library, once again, out of concern for distraction from the focus on reading.

Modernization

- When asked about the dynamic of modernizing the library vs. preserving the "library of my youth" general agreement existed that the library must modernize and stay abreast of emerging information technology. This sentiment extended to desire among participants to become more computer savvy. However, participants voted overwhelmingly to prioritize books over computer space. There was widespread agreement that the issue of balancing technology and books would be difficult to resolve.

Changes in Library Functions and Services

- General soft support emerged for combining branch libraries with school libraries with identified advantages being enhancing the literacy rate among children, pulling children away from videogames and the joy senior patrons would feel seeing children in the library. However, participants strongly agreed that a library in a senior center joined with a girls and boys club would be a better idea.

- Express checkout received unanimous support due to its time saving potential and the freeing up of staff time to help patrons.

- Self sorting of returns received general support (7-3, 1 undecided), as they were troubled with the potential of materials being mixed up and fines not being paid when materials are returned late.

- Participants opposed the mixing of adult and children's non-fiction almost unanimously saying both adults and children would be discouraged from using the stacks and that the height demands of shelving space was different for the two groups.

- Combining circulation with the information desk was generally opposed out of concern it would increase the amount of time patrons spent standing in line.

- Participants unanimously rejected the option of open reserves out of privacy concerns as well as the ease in which that other patrons could take the books off the shelves and disregard the reservations.

- Mailing library materials to the disabled received strong support although there was some apprehension about who else might get access to this service, as well as questions about trusting the post office with library materials.

Questionnaire Responses

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	9	1	0	0	0
2. Is the library clean?	7	3	0	0	0
3. Is the library inviting and welcoming?	4	3	2	1	0
4. Is the library staff knowledgeable and professional?	7	3	0	0	0
5. Is the library staff friendly and courteous?	6	3	1	0	0
6. Are the bathrooms clean and accessible?	1	4	3	1	1
7. Does the library have enough books and materials that are accessible to the public?	2	5	1	2	0
8. Does the library have enough computers that are accessible to the public?	0	3	2	5	0
9. Is it easy to find adequate places to sit, read and/or study?	1	4	3	1	1
10. Does the library have adequate space for children?	2	7	1	0	0
11. Does the library have adequate space for teenagers?	0	2	4	2	1
12. Does the library have adequate space for community meetings	0	2	5	3	0
13. Can you usually find what you are looking for?	2	6	1	1	0

Results of Space Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Seniors group 1	*Seniors group 2*	*Seniors group 3*	*Seniors group 4*	*Seniors group 5*	*Seniors Total*	*%*
Adult stacks	5	6	9	6	10	36	31%
Children stacks	5	2	4	2	5	18	15%
Adult reading area	2	6	0	6	0	14	12%
Child's reading area	1	0	0	5	3	9	8%
Computers	4	3	1	3	1	12	10%
Unisex bathroom	2	1	2	1	1	7	6%
Circulation desk	2	1.5	2	1.5	1	8	7%
Community room	1	0	3	0	1	5	4%
Information desk	2	1.5	2	1.5	1	8	7%
Teen area	1	0	0	0	0	1	1%
Multi-stall bathroom	0	0	0	0	0	0	0%
	25	21	23	26	23	118	[illegible]

Non-Users Focus Group Analysis

This group was composed of eight library non-users, recruited randomly from lists of San Francisco residents. The group was generally balanced by gender, ethnicity and residence within The City. Participants were guided through a discussion of library usage including a general explanation of why they do not use the library, along with preferences for improvement and prioritization of library features. Participants were also asked to complete one written exercise to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	*Gender*	*Neighborhood*	*Library Experience*	*Ethnicity*	*Age*
Winny Li	F	Outer Mission	never--no interest	Asian	27
David C.	M	Ingleside	never--no interest	Asian	30
Edwin R.	M	North Point	has been	Latino	33
Karen S.	F	Russian Hill	never--no interest	Latina	34
Tim W.	M	Mission	never--no interest	Caucasian	40
Alaine C.	F	Richmond	opening	Caucasian	44
Deborah V.	F	SOMA	never--Internet	Af. Am.	51
Patricia C.	F	Embarcadero	opening	English	[illegible]

General Library Usage

- Several respondents in this group indicated they preferred small bookstores to the library, for a variety of reasons including: the bookstores are more current than the library, easier to access, more comfortable, and more reputable. Several participants indicated they had attended readings at bookstores recently.

- Participants indicated they relied on the Internet for information instead of the library and they were more likely to purchase a book they wished to read than to borrow it from the library.

- Six of the eight participants had used a library at some point but had not returned in at least the past year.

- Strong emotional criticism of the new main library emerged from a minority of participants, who described it as being "too corporate", difficult to find materials in, not committed to reading and that the art and sculpture inside were of poor taste.

- Other reasons for not using the library included not having enough time because of parental obligations, and not liking the pressure to return the books. When asked to summarize why they do not use the library, two participants said it was because they disliked the main library, three said it was because the library is not current and five said it was because there are other, better places to find information and materials.

- Several participants voiced strong opinions that they were supportive of the library as a social institution and believed it was important but that it served a different socio-economic group than the one in which they saw themselves. They voiced support for library bond measures and indicated they would continue to support the library. These respondents indicated the library was more important for younger, less affluent residents and students who needed free access to information.

- When asked what would motivate them to visit the library, some participants indicated that a social environment, such as a book club or author's reading would be attractive. Another indicated that making the library a better resource for parents and children would be helpful. Others pointed to the library as a source of old, archived material, which is not available on the Internet as another reason they would consider using the library.

Branch Library Usage

- When asked to grade the branch libraries specifically, six graded them a C, one graded them a C- and one graded them a D. The most common criticisms of branch libraries were that the facilities appeared old, dirty, unkempt and not cared for. Other descriptors for the branch libraries included places for people who have nowhere else to go, "hold-overs from a failed past", and mausoleum-like.

- When asked to suggest improvements to the branch library, participants said they wanted to make the library more "inviting, warm and human." Participants also suggested better hours, more help finding material, better maintenance, and warm lighting, "human space scaled for me", quiet pools of light, and more printed materials.

Modernization

Participants in this group discounted the notion that there is an inherent conflict between technology and books. Instead, they believed a balance could be struck between books and technology. However, they still maintained that the priority ought to be books over technology.

Changes in Library Functions and Services

- Participants in this group had mixed responses to the various proposed changes in library services including more comfortable seating, more quiet study space, a separate computer room, and a computer training class. While a handful were softly positive on these ideas, most declined to side either way. Stronger support emerged for a "virtual relationship" with the library in which patrons could access more library material through the Internet. Many of these participants seemed tech savvy.

- Co-location of school libraries at branches received mild response, although one participant expressed reservations about taking libraries out of schools.

- Express checkout was generally seen as a good idea by most participants.

- Naming collections and areas or the library for major donors was generally seen as a positive idea, although the division between individuals vs. corporate emerged here as well.

- Non-users indicated they believed the library needed to market itself more aggressively and perform more outreach to underserved communities.

Questionnaire Responses

<table>
<tr><th></th><th>DEFINITELY YES</th><th>PROBABLY YES</th><th>NOT SURE/ DON'T KNOW</th><th>PROBABLY NO</th><th>DEFINITELY NO</th></tr>
<tr><td>1. Is the library safe?</td><td>5</td><td>2</td><td>1</td><td></td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
<tr><td>2. Is the library clean?</td><td>3</td><td>5</td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">8</td><td></td><td colspan="2"></td></tr>
<tr><td>3. Is the library inviting and welcoming?</td><td>2</td><td>5</td><td></td><td>1</td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
<tr><td>4. Is the library staff knowledgeable and professional?</td><td>4</td><td>4</td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">8</td><td></td><td colspan="2"></td></tr>
<tr><td>5. Is the library staff friendly and courteous?</td><td>2</td><td>5</td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
<tr><td>6. Are the bathrooms clean and accessible?</td><td>3</td><td>3</td><td>2</td><td></td><td></td></tr>
<tr><td></td><td colspan="2">6</td><td></td><td colspan="2"></td></tr>
<tr><td>7. Does the library have enough books and materials that are accessible to the public?</td><td>4</td><td>5</td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">9</td><td></td><td colspan="2"></td></tr>
<tr><td>8. Does the library have enough computers that are accessible to the public?</td><td>2</td><td>5</td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
<tr><td>9. Is it easy to find adequate places to sit, read and/or study?</td><td>3</td><td>4</td><td>1</td><td></td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
<tr><td>10. Does the library have adequate space for children?</td><td>4</td><td>2</td><td>2</td><td></td><td></td></tr>
<tr><td></td><td colspan="2">6</td><td></td><td colspan="2"></td></tr>
<tr><td>11. Does the library have adequate space for teenagers?</td><td>1</td><td>2</td><td>3</td><td>2</td><td></td></tr>
<tr><td></td><td colspan="2">3</td><td></td><td colspan="2"></td></tr>
<tr><td>12. Does the library have adequate space for community meetings</td><td></td><td>2</td><td>4</td><td>1</td><td>1</td></tr>
<tr><td></td><td colspan="2">2</td><td></td><td colspan="2">2</td></tr>
<tr><td>13. Can you usually find what you are looking for?</td><td>3</td><td>4</td><td>1</td><td></td><td></td></tr>
<tr><td></td><td colspan="2">7</td><td></td><td colspan="2"></td></tr>
</table>

This group was composed of ten library users between the ages of 18 and 25, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, addressing topic such as general patterns of usage, preferences for improvement, facility layout, and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

	Gender	Libraries Used	Neighborhood	Ethnicity	Age
Roxanne D	F	Main/Marina	Pacific Heights	Asian/Cauc	20
Erica H	F	Main	Noe Valley	Af Am/Cauc	20
Christian F	M	Main/North Beach	Nob Hill	Cauc	24
Norie M	F	Main	Sunset	Filipino/Mexican	20
Meredith E	F	Main/Noe/Ocean View/W Portal/Presidio	Hayes Valley	Cauc	24
John T	M	Main/Haight	Bay Shore	Cauc	20
Josh S	M	Main	Upper Haight	Cauc	24
Ashley B	F	Main/Presidio	Mission/Dolores	Cauc	21
Eleazar T	M	Mission	Mission	Latino	19
Michiko T	F	Noe Valley	Noe Valley	Asian	25
Olga P	F	Harvey Milk, Main	Mission/Dolores	Cauc	23
Jason L	M	Sunset	Sunset	Asian	22

General Library Usage

- Not surprisingly, Internet access was important to these participants and they frequently pointed to the lack of web access at branch libraries as a negative. The age and speed of the computers and the limited time accessibility were also mentioned. Most seemed to agree that the computers should be separated from the rest of the library although during the space allocation exercise, some groups chose to conserve space by spreading computers through the library rather than keeping them separate.

- Significant emotional response emerged around the issue of "atmosphere" in the library. Along with more lighting and better ventilation, participants also indicated they wanted to retain an "old school" feeling, wherein library patrons feel surrounded by stacks of books and quiet. Respondents were sensitive to noise issues, particularly related to small children, and, as a result, did not want to mix child and adult collections. More couches and lounge space were also mentioned as necessary elements to foster a relaxed atmosphere.

Branch Library Usage

- Overall, the branch libraries were rated a "B", on a scale of A-F. Participants generally agreed that poor computer access, limited space, and lack of resources as extensive as those at the Main Library prevented them from giving the branch libraries an "A". However, some respondents noted that particular branch libraries had good collections of foreign language materials reflecting the character of surrounding ethnic neighborhoods.

Changes in Library Services

- Respondents generally voted in support of integrating school libraries with branch libraries, though important reservations were raised. As was aforementioned, some participants objected to the level of noise this would possibly add to the branch library and others objected to eliminating libraries in the schools themselves.

- Express checkout was also strongly supported. Respondents suggested having more than one checkout line. However, it was mentioned that multiple checkout lines could be confusing to some patrons, and suggested it was may be too chaotic.

- Respondents also responded negatively to the proposed combining of the checkout and information desks, as it would only hinder both processes. It is important to note, however, that the participants remained open to the idea for space saving reasons.

- Self-sorting of returns was met with cynicism. These participants suggested people were too lazy to sort books themselves and would just end up putting them in any available slot forcing staff to do the sorting themselves. In an effort to facilitate the process, one participant suggested color-coding materials with stickers.

- Combining the children's and adult collections was met with strong negative response. Participants indicated the system would be confusing for both children and adults. There was also apprehension that having the children in the adult stacks would increase noise, and, as a result, frustrate adults. A concern was also raised that it may overwhelm to the children as well.

- Open reserves were also met with skepticism and confusion. Respondents seemed unable to understand the concept and rejected it. Most thought other patrons would simply take the materials for their own use anyway. Some concern was noted over the placement of names on the spines of books.

- Mail delivery of books was softly positive though group members were worried that it would increase demands on staff time to package material for mailing.

- While initial reaction to corporate naming privileges as a fundraising mechanism was positive, it turned strongly negative after being discussed with one respondent calling it "sleazy". Participants indicated they want a "neutral" space and expressed reservations about the potential for censorship, which they thought was inherent with corporate sponsorship, citing Borders Books as an example. However, respondents remained open to the concept of naming facilities after specific people and donors.

- Most agreed they preferred larger multi-use bathrooms without lines. However, participants had little reservation limiting the size of bathrooms, opting to use unisex single stall bathrooms in the space allocation exercise instead of larger, gender specific multi-stalled bathrooms.

- During the exercise to determine preferences for space layout, most participants chose to prioritize adult stacks ahead of everything else, followed by children's stacks. Community space and multi-stall bathrooms were the most common sacrifices made. Some also made decisions to combine the information and circulation desks. It should be noted that there were inconsistencies between preferences for the layout of libraries and the decisions made when forced to allocate space in this exercise.

- Respondents indicated they did not want branch libraries to all have consistent layouts. Instead, they preferred buildings with unique layouts reflecting the character of the specific neighborhood in which the branch is located.

- Other suggestions for improvement included establishing closer relationships between the library and teachers to enhance the relationship between students (K-12) and the library. One person also suggested establishing more opportunities for internships and job opportunities for youth at the library.

Responses to Questionnaire

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	5	2	3	0	0
2. Is the library clean?	2	5	1	2	0
3. Is the library inviting and welcoming?	3	3	1	3	0
4. Is the library staff knowledgeable and professional?	4	3	3	0	0
5. Is the library staff friendly and courteous?	5	2	3	0	0
6. Are the bathrooms clean and accessible?	0	2	4	5	1
7. Does the library have enough books and materials that are accessible to the public?	1	3	5	1	0
8. Does the library have enough computers that are accessible to the public?	1	2	3	1	2
9. Is it easy to find adequate places to sit, read and/or study?	2	3	3	1	1
10. Does the library have adequate space for children?	4	0	4	0	1

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO

11. Does the library have adequate space for teenagers?	1	2	5	0	1
12. Does the library have adequate space for community meetings	0	0	7	1	1
13. Can you usually find what you are looking for?	1	3	3	2	0

Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

Overall, as was mentioned above, the groups consistently shirked away from community meeting space and multi-stall bathrooms and prioritized adult stacks and reading materials ahead of everything else. They also showed regular comfort with combining the circulation and information desks to conserve space.

	Gen. Y group 1	*Gen. Y group 2*	*Gen. Y group 3*	*Gen. Y group 4*	*Gen. Y group 5*	*Gen. Y Total*	*%*
Adult stacks	6	8	8	8	7	37	31%
Children stacks	3	5	4	2	5	19	16%
Adult reading area	5	0	2	4	4	15	13%
Child's reading area	2	0	2	5	2	11	9%
Computers	4	2	2	0	2	10	8%
Unisex bathroom	2	2	2	1	1	8	7%
Circulation desk	0.5	3	0.5	1.5	2	7.5	6%
Community room	0	3	1	0	0	4	3%
Information desk	0.5	0	0.5	1.5	2	4.5	4%
Teen area	1	0	0	1	0	2	2%
Multistall bathroom	0	0	0	0	0	0	0%
						118	

Teen Users Focus Group Analysis

This group was composed of ten teenage library users, recruited from main and branch campuses of the San Francisco Public Library. The group was generally balanced by gender and ethnicity. Participants were guided through a discussion of the main and branch libraries, general patterns of usage, preferences for improvement, facility layout and prioritization of library features. Participants were also asked to complete two written exercises to further explore attitudes and beliefs about library facilities.

Focus Group Participants

Name	Sex	Library	School	Ethnicity	Age
Jessica L.	F	9th/Lick Wilmerding High School	Main Branch and Noe Valley Branch	White	16
Nicholas P.	M	9th/Abraham Lincoln High School	Main Branch and Ortega Branch	White	15
Randy N.	M	9th/Phillip and Sala Burton High School	Main Branch and Excelsior Branch	Latino/Hispanic	14
Adrian V.	M	12th/Abraham Lincoln High School	West Portal Branch and Parkside Branch	Asian American	17
Christopher H.	M	12th/Sacred Heart Cathedral High School	Main Branch and West Portal Branch	White	17
Eboni V.	F	10th/Leadership High School	Bernal Heights Branch	African American	16
Stephanie S.	F	9th/Katherine Delmar High School	Marina Branch	White	14
Gabriella P.	F	12th/Lowell High School	Main Branch/West Portal Branch and Oceanview Branch	White	18
Lia W.	F	12th/Lowell High School	Main Branch/Glen Park Branch/West Portal Branch	White	18
Ellington C.	M	12th/Sacred Heart Cathedral High School	Main Branch	Asian American	18

General Library Usage

- The focus group began with a discussion of the various reasons teens used the library. Responses included quiet school related research, because they forgot a book at school, to kill time, to use the bathroom, for pleasure reading, to get CD's, to access non-English media, and to make photocopies. When asked to choose between reasons they used the library, 6 said for school work and 3 said for pleasure.

- When asked if they would continue to use the library once they were done with school, teen participants quickly responded that they thought the library was outdated and would need to be modernized in order to hold their attention after graduation.

Branch Library Usage

- When asked to grade the branch libraries, most teens gave it a B with A- and C+ being the highest and lowest scores given. When asked to elaborate on why they didn't all give the library an A, participants said the library was "not exceptional" and described it as "gloomy" and "uncomfortable" both in terms of atmosphere and seating. Other criticisms included that the library was cold and had poor lighting, that they had trouble finding material and that at the main they had trouble getting attention from staff.

- Strong positive response emerged over the fact that patrons under 17 don't have to pay library fines except on videotapes although participants disputed that the policy was consistent across branch libraries.

- When asked to suggest physical improvements to the library, respondents suggested several, including: better natural lighting, padded seating, improved bathrooms, art installations on the walls of the library and more up-to-date books.

- Other service improvements included providing community space for teen support groups on cancer, AIDS, and eating disorders, providing teen day care services for young moms, career planning resources, and book clubs. Some dissent emerged here with some teens questioning whether they would use these services if they existed although others indicated they definitely would use the services.

Modernization

- In direct contrast to other groups, teens suggested they would like having a Starbucks or some other coffee shop in the library. They also specifically suggested using more metal in the library architecture rather than wood. Some disagreement emerged on this topic as others pointed out metal is "colder" than wood. Still, there was not strong consensus that the library ought to have an old-school, wooden atmosphere.

- Teens were asked to comment on the general tension between an old-fashioned library and a modern facility. They clearly prioritized updated books as the most important aspect of the library. This was linked to the library as a research facility rather than as a place to check out books.

Changes in Library Functions and Services

- Teens were also more likely to want larger multi-stalled bathrooms rather than the unisex single stall option. They also raised objections to the single sheet toilet paper used at some branch libraries and suggested traditional rolls of toilet paper were preferable.

- Suggested improvements to library service included adding more staff, putting paperback books on shelves instead of in spinning racks, and modernizing the computers.

- Teen respondents were confused about the need and workability of 24-hour librarian assistants available through the Internet and generally opposed the idea.

- Soft support emerged for a library service which faxed information or articles to library users.

- Teens also indicated it was important to have specific space set aside for children in the library and suggested establishment of a separate room to contain noise. Teens recited fond memories of library services they enjoyed as children including being read to and participating in basic theater.

- When asked to prioritize improvements to the library, comfortable seating, a coffee shop and longer hours were generally identified as most important. As in other groups, some participants indicated they are more likely to read and study at Barnes and Noble than at the library because the bookstore has more comfortable seating than the library.

- When asked to describe how the teen area at the Main Library ought to be configured, participants indicated they did not desire absolute silence but wanted a little "white noise" in the background, although there was some disagreement about this. Others indicated the level of quiet in the library made them uncomfortable and embarrassed to cough or sneeze.

- Some suggested onsite college counselors.

- Teens were neutral or opposed to the co-location of branch libraries and indicated they thought it was important to keep libraries in public schools.

- Teens unanimously supported the express checkout idea but suggested it may not be necessary at branch libraries, only at the main.

- Participants were neutral or supportive of self-sorting returns, expressing similar concerns as in other groups that library patrons would lazily just drop all the books in the same slot without sorting them. However, they indicated it was more important to do whatever the librarians wanted to do.

- Participants unanimously opposed the combining of the adult and children's non-fiction collections.

- Strong opposition emerged to the combining of the information and checkout desks out of concern that it would increase the amount of time spent waiting in line.

- Teens were generally neutral on the proposed "open reserves" concept, generally failing to understand how it would work or what need existed for it.

- Unanimous support emerged for postal mailing of materials although it was quickly followed by statements of concern over the reliability of the post office and statements they were personally unlikely to use the service.

- Strong support existed for naming spaces and collections after major donors.

- Teens strongly supported the use of gender specific multi-stalled bathrooms.

- Teens believed computers ought to be integrated throughout the library so they could be used in tandem with other research materials. They also suggested having some computers as dedicated catalog searching stations without Internet access to prevent web access from blocking the use of the library catalog search function.

Questionnaire Responses

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
1. Is the library safe?	1	8			
2. Is the library clean?	3	4	2		
3. Is the library inviting and welcoming?	2	3	2	2	
4. Is the library staff knowledgeable and professional?	1	3	5		
5. Is the library staff friendly and courteous?	2	1	2	4	
6. Are the bathrooms clean and accessible?		1	4	3	1
7. Does the library have enough books and materials that are accessible to the public?	1	2	3	2	
8. Does the library have enough computers that are accessible to the public?	1		5	3	
9. Is it easy to find adequate places to sit, read and/or study?	2	5		2	
10. Does the library have adequate space for children?	4	3	1		1
11. Does the library have adequate space for teenagers?		2	3	3	1
12. Does the library have adequate space for community meetings		1	2	3	3
13. Can you usually find what you are looking for?		3	3	3	

Results of Prioritization Grid Worksheet

The following is a summary of the results of the exercise in which participants were asked to prioritize the layout of a branch Library and make decisions about what potential features they would sacrifice in order to ensure other priorities important to them were included in the library. The focus group was divided into 5 teams of two and asked to allocate space to the following library features on a 5 by 5 grid. Numeric guidelines were provided to generally direct participants.

	Teens group 1	Teens group 2	Teens group 3	Teens group 4	Teens group 5	Teens Total	%
Adult stacks	6	4	8	6	6	30	24%
Children stacks	2	3	4	4	2	15	12%
Adult reading area	2		2		2	6	5%
Child's reading area	2	3	2		2	9	7%
Computers	2	3	3	3	4	15	12%
Unisex bathroom		4	2	2	3	11	9%
Circulation desk	1.5	1.5	2	2	1	8	6%
Community room		3		4		7	6%
Information desk	1.5	1.5	2	2	1	8	6%
Teen area	4	2		2	4	12	10%
Multi-stall bathroom	4					4	3%
	25	25	25	25	25	125	

Appendix

San Francisco Public Library
Branch Library Focus Group Users
Discussion Guide

1. Introduction -- [0:00, 10 minutes]

A. Introduce self and greet participants

B. Explain moderator's role — to guide discussion

C. Explain the videotaping, audio-taping, and observers next door

D. Ground rules: Participation, Candor, willingness to disagree, Respect for each other's opinions, One person speak at a time (in a voice at least as loud as mine) no side conversations

E. Have participants introduce themselves, first names only, and answer four questions:

1. What neighborhood of San Francisco do you live in?
2. In what city were you raised?
3. How many people live in your household?
4. What is your favorite book or magazine?

2. General Library Usage – [0:10, 10 minutes]

A. INTRODUCE TOPIC: As you may know, last November San Francisco voters passed a bond measure to provide funds to renovate San Francisco's branch libraries. The public libraries are now going through a planning process as a result of this branch renovation bond, and these focus groups are one vehicle by which we are getting input from library users.

B. We would like to start by asking you which libraries you most frequently visit? (GO AROUND TABLE. IF NECESSARY, ENSURE THAT RESPONDENTS CONSIDER BOTH MAIN AND ANY BRANCHES IN THEIR RESPONSE.) About how often do you visit San Francisco's libraries? (DIFFERENTIATE BETWEEN NUMBER OF VISITS TO THE MAIN AND NUMBER OF VISITS TO BRANCH LIBRARIES.)

C. (CHOOSE A RESPONDENT WHO GOES TO BOTH THE MAIN AND A BRANCH.) Give an example of when you choose to go to the Main and when you go to a branch. (FOLLOW-UP AND ADDRESS TO OTHERS:) What are the circumstances in which you will visit the Main Library rather than a branch library? What are the circumstances in which you will visit a branch library rather than the Main?

3. Branch Library Usage – [0:20, 15 minutes]

A. Now why I know you have not visited San Francisco's public libraries lately, I'm curious about your perception of them. Overall, how would you rate San Francisco's public libraries, just based on what you think or have heard or read? (USE GRADING SCALE OF "A-B-C-D-F".) (TABULATE RESPONSES.) What caused you to give San Francisco's public libraries the rating you did?

B. Just your perceptions.... what are the good things about San Francisco's public libraries that you have heard about or assume? (CHARTPAD.)

C. What are the bad things about San Francisco's public libraries that you have heard about or assume? (CHARTPAD.)

D. Now let's talk about improvements. If you were in charge of making physical improvements to San Francisco's public libraries, what would you work on first? (PROBE: What suggestions do you have to improve San Francisco's public libraries? What about access for the disabled? A separate room for computers? Rooms for programs and activities? A quiet study area? Lounge seating and couches? Would any of these make you more likely to visit San Francisco's public libraries?)

E. Now let's think about new services that could be provided by San Francisco's public libraries that you would like. What new services should San Francisco's public libraries provide? (PROBE: What about interactive librarian assistance on the Internet 24 hours a day? Ordering information or materials that could be sent to you via fax or the Internet? What about new programs for children? For teenagers? For adults? What about neighborhood history archives at branch libraries?

4. Modernization vs. Library of My Youth– [0:35, 10 minutes]

A. Now we are going to continue to talk about how we might improve San Francisco's branch libraries... but first let me ask you ... do you believe San Francisco's branch libraries should be modernized, or are they already too modern, or are they about right as is? (GET SHOW OF HANDS.) (PROBE: What makes you say that? In what ways are they too modern? In what ways should they be more modern?)

B. Some people say that libraries need to reflect the technological revolution, become more computerized themselves, and provide space and educational opportunities for those who want to use computers but do not have other access. Others say that libraries should remain true to their tradition and should, as its top priority, serve those who want to read. Which point of view is closer to your own? How should libraries balance the needs of those who want to use computers and those who want to read books? Can they adequately serve both needs?

5. **Branch Library Assessment – [0:45, 10 minutes]**

HAND OUT QUESTIONNAIRE TO BE DESIGNED

A. Now I would like to ask you to evaluate the current design of the branch library you most often visit. Please rate the following attributes of the branch library you use most often: (USE SCALE: "DEFINITELY YES," "PROBABLY YES," "NOT SURE/DON'T KNOW," "PROBABLY NO," "DEFINITELY NO.")

   1. Is the library safe?
   2. Is the library clean?
   3. Is the library inviting and welcoming?
   4. Is the library staff knowledgeable and professional?
   5. Is the library staff friendly and courteous?
   6. Are the bathrooms clean and accessible?
   7. Does the library have enough books and materials that are accessible to the public?
   8. Does the library have enough computers that are accessible to the public?
   9. Does the library have adequate places to sit, read and/or study?
   10. Does the library have adequate space for children?
   11. Does the library have adequate space for teenagers?
   12. Are there too many community meeting spaces, too few, or the right amount?
   13. Can you find what you are looking for?

B. Which items on the questionnaire are most important to you? (NOTE: DO NOT DISCUSS EACH ITEM, ONLY THOSE ITEMS WHICH RESPONDENTS SAY ARE MOST IMPORTANT TO THEM.)

6. Reactions to Suggested Changes [0:55, 45 minutes]

Now I would like to get your reactions to some suggestions that people have made regarding improvements to San Francisco's branch libraries.

A. Co-Locating Branch Libraries and School Libraries

Some branch libraries are located close to public schools. Some people have proposed merging school libraries with branch libraries to ease school overcrowding and to introduce more children to the public library. This means groups of children will be visiting branch libraries with teachers, and also means that some children may visit the branch libraries on their own during lunch periods. Is this a good idea or a bad idea? (PROBE TO DETERMINE POSITIVES AND NEGATIVES OF THIS IDEA.) (PROBE FURTHER: What about other possible partnership situations? For example, a branch library may be on the first floor of a senior housing complex, or a library may share a building with a boys or girls club or other recreational function. Are these good ideas or bad ideas? Explain.

B. Express Check-Out

Some people have proposed an express self check-out, in which library users would place their library cards into a machine along with the books or videos they seek to check-out, and the machine would automatically code that you have checked the materials out, and provide you with a slip of paper showing the name of the material and its due date. This would be an optional service in addition to the traditional check-out done by library staff. Is this a good idea or bad idea?

C. Self-Sorting Returns

Some have proposed two or three return slots where users would sort the materials they return to the library. For example, they have one return slot for adult books, one for children's books, another for audio/visual materials. (IF NECESSARY, GIVE REASONS ON BOTH SIDES: Supporters say this will get materials back on the shelves faster, would free up librarian and staff time to help individuals with a question. Others say that the public shouldn't have to do any more work when returning library materials.) What do you think... Is this a good idea or a bad idea? Why?

D. Combining Children and Adult Non-Fiction

Some have proposed combining children and adult non-fiction books in one section. (IF NECESSARY, GIVE REASONS ON BOTH SIDES: Supporters say that this would save space and would allow non-fiction reading to anyone regardless of age. Others say that children should look for books in their own area and should not be browsing the stacks with adults.) Is this a good idea or a bad idea? Why?

E. Combining The Information Desk with Check-Out

Some have proposed combining the information desk with the circulation desk. (IF NECESSARY, GIVE REASONS... Supporters say this would save space and that all users would know where to go to get questions answered and check-out books. Others say that this would might create more congestion and slow-down the check-out process.) Is this a good idea or a bad idea? Why?

F. Open Reserves

Some have proposed that, instead of holding reserved books for individuals behind the circulation desk, reserved books be put in an open area in which users may retrieve their own books. The spine of the book would be covered with the name of the person holding the reserve so that the general public would not see who has reserved what book. (IF NECESSARY, GIVE REASONS... Supporters say this would save staff time and make it easier and quicker for users to check-out reserved materials. Others say they don't want their reserved books out in the open with their names on them, and prefer the current method of checking out reserves.) Is this a good idea or a bad idea? Why?

G. Mail Delivery of Materials

Some have proposed that, for a $3 fee, the library could provide mail delivery for books, videos or other materials to your home. This fee would be waived for persons with disabilities if they provide a doctor's verification. Is this a good idea or a bad idea? Why? PROBE: Would you use this service if it were available? How much would you pay for such a service per use?

H. Naming of Building Areas or Collections for Donors

Some have proposed that certain areas of the libraries, or certain collections of materials be named for major donors to the library, for example, the Gates Training Lab, or the Osher Computer Lab. Is this a good idea or a bad idea? Why?

I. Restrooms

Some have proposed that each branch library have unisex restrooms with locks on the doors so that only one person can use the restroom at a time. Others have proposed having larger restrooms, one for men and one for women, with the capacity to serve more than one person at a time. Which do you prefer? Why?

J. Segregating Computers from Reading Rooms

Some have proposed that most computers in branch libraries be set apart in their own room, with the exception of some staying in the reference and children's areas. Others say that libraries have limited space and there is no need to have a separate room for computers. What do you think? (PROBE: What problems might occur if computers were placed in the reading rooms? What are the benefits to having computers in each room rather than segregated in a separate room?)

K. Making Branch Libraries Consistent in Layout, Organization and Signage

Some have proposed that branch libraries be designed similarly, with easy to read signs that tell people where to go for various services or types of materials. The libraries would have consistent organization of the collection, building layout, and access of materials and services. Is this a good idea or bad idea? Why? (PROBE: Do you have difficulty finding the section of the library you want? Do you know where to go to find what you want? If you use more than one library, does it matter if they arrange their collections differently?)

7. Exercise: Branch Library Design Priorities [1:40, 20 minutes]

Break up the respondents into two or three groups, and give them a worksheet similar to that on the next page. Instruct them to "design" library space by drawing on the sheet of paper. Tell them that they have 25 "blocks" and that they need to squeeze into that space a variety of functions.

We will give them items that may or may not be included in their branch library, and will provide a "suggested" number of blocks for each function..

Library Functions	*Suggested Block Size*
Books/Materials	
Stacks of books and materials for adults	*6 to 10*
Stacks of books and materials for children	*2 to 6*
Computers	
Separate computer room	*4 TO 6*
or	
Computers in rest of library	*3*
Desks	
Circulation desk	*2*
Information desk	*2*
COMBINED Circulation/Information desk	*3*
Restrooms	
Unisex single restroom	*1 per restroom*
Single sex multistall restrooms	*4 per restroom*
Special areas	
Reading/browsing space	*6*
Children's room	*5*
A teen area	*2*
Community meeting space	*4 to 6*

WHEN EXERCISE IS COMPLETED, DISCUSS REASONS FOR MAKING THE DECISIONS THAT WERE MADE. ASK SPECIFIC QUESTIONS REGARDING TRADEOFFS MENTIONED ABOVE. POSSIBLE PROBES:

Do you put in two or more bathrooms even if it reduces space for books and materials?
Do you combine information desk and circulation desk to make space?
Do you put computers in with reading areas and in other locations, or in a separate room?
Do you provide a community meeting room even if it reduces space for books and materials?

HANDOUT: Please "design" your branch library on this grid by outlining the number of blocks that would be designated for a certain function. Possibilities are listed on a separate page.

San Francisco Branch Library Questionnaire

For each question below, please check the box which most closely reflects your opinion regarding the branch library you are most familiar with.

	DEFINITELY YES	PROBABLY YES	NOT SURE/ DON'T KNOW	PROBABLY NO	DEFINITELY NO
14. Is the library safe?	1	2	3	4	5
15. Is the library clean?	1	2	3	4	5
16. Is the library inviting and welcoming?	1	2	3	4	5
17. Is the library staff knowledgeable and professional?	1	2	3	4	5
18. Is the library staff friendly and courteous?	1	2	3	4	5
19. Are the bathrooms clean and accessible?	1	2	3	4	5
20. Does the library have enough books and materials that are accessible to the public?	1	2	3	4	5
21. Does the library have enough computers that are accessible to the public?	1	2	3	4	5
22. Is it easy to find adequate places to sit, read and/or study?	1	2	3	4	5
23. Does the library have adequate space for children?	1	2	3	4	5
24. Does the library have adequate space for teenagers?	1	2	3	4	5
25. Does the library have adequate space for community meetings	1	2	3	4	5
26. Can you usually find what you are looking for?	1	2	3	4	5

San Francisco Public Library Branch Survey

Presented By David Binder Research
August 10, 2001

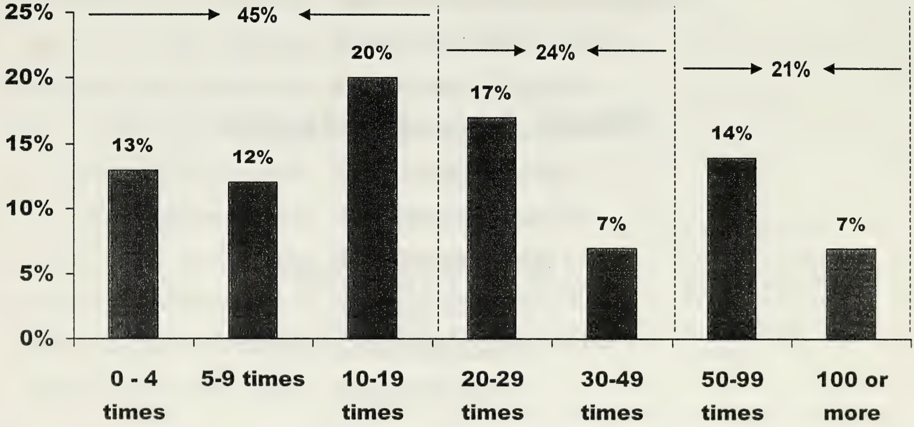
dbr
David Binder Research

Survey Parameters:

- Onsite survey distributed at all of San Francisco's branch libraries during June and July
- Available in English, Spanish and Chinese
- 2,355 surveys completed

Q. 1 – How often have you yourself visited this branch library in the past year?

Most frequent reported users are teens and residents over 50



MEDIAN NUMBER OF VISITS: 24, or twice a month

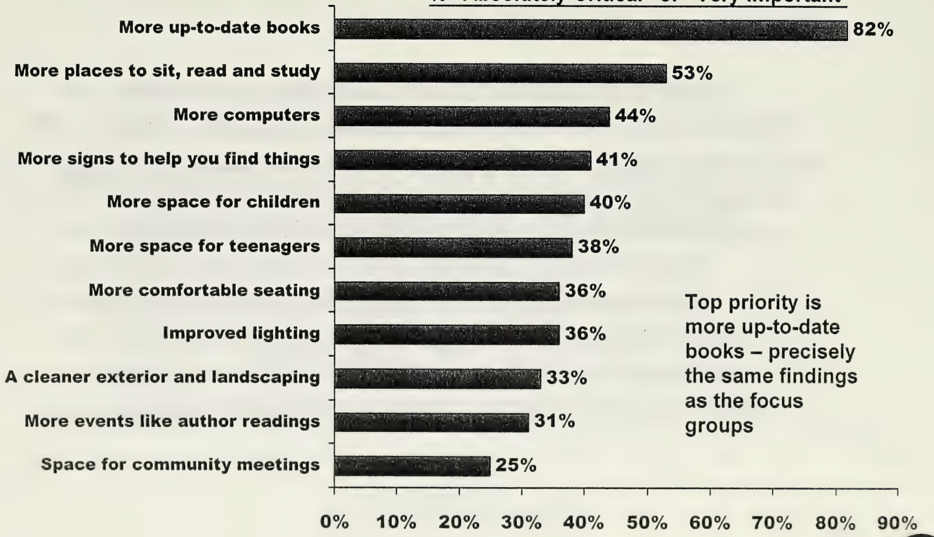
What is important?

CLEAR ANSWER:

More up-to-date books!

Q. 2 – Prioritizing library functions

% “Absolutely Critical” or “Very Important”

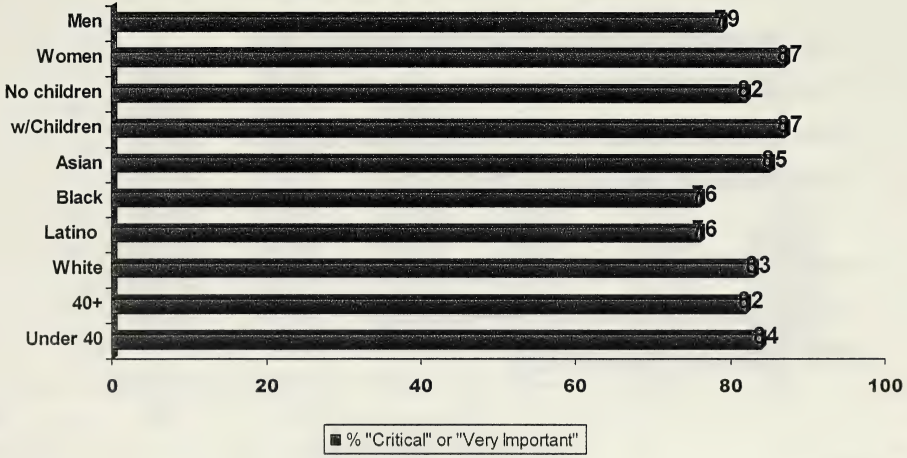


Top priority is more up-to-date books – precisely the same findings as the focus groups

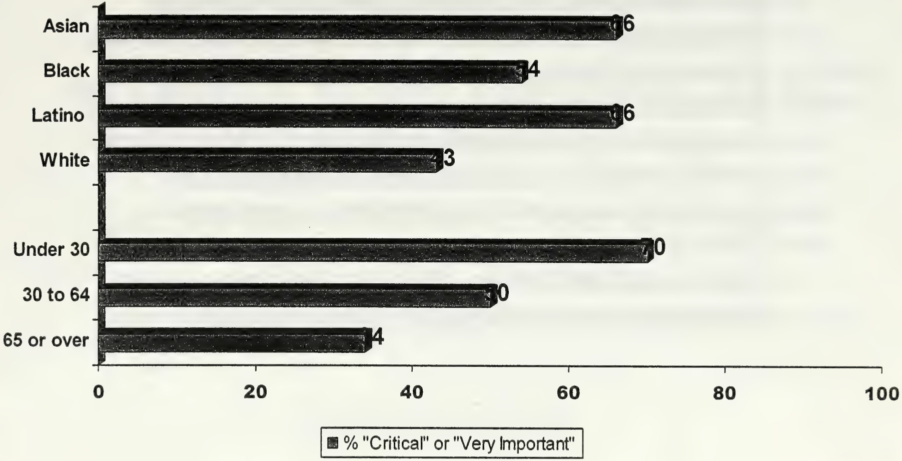
The onsite survey confirmed a key finding of the focus groups:

Library patrons prioritize books ahead of all other concerns

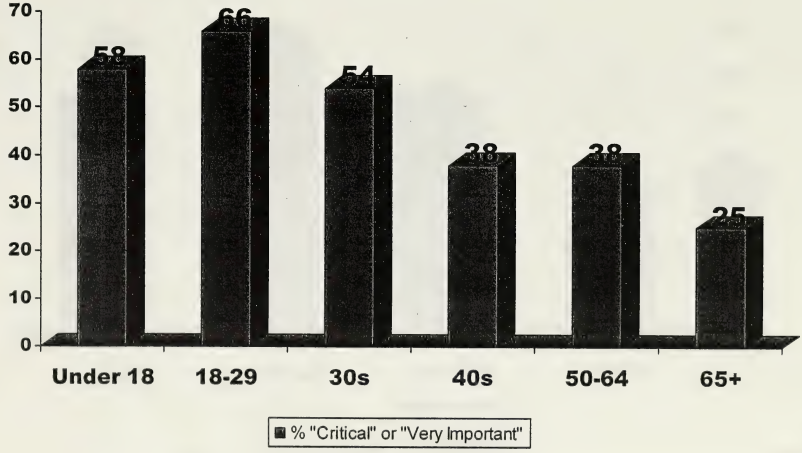
Books: Everybody Wants Them



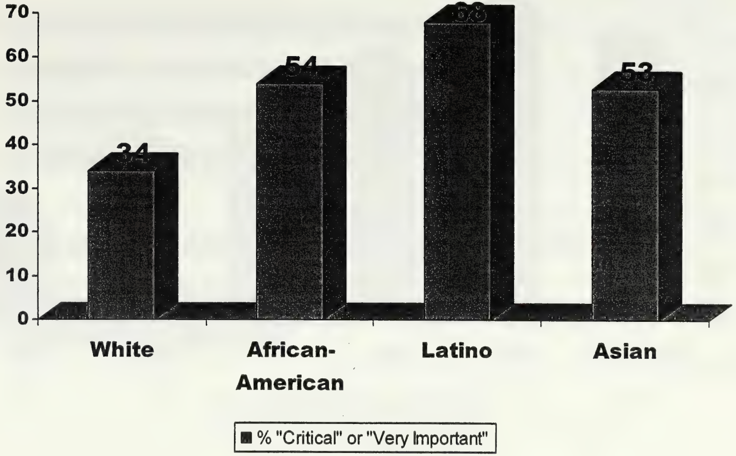
Places to sit, read, study: More desired by younger patrons



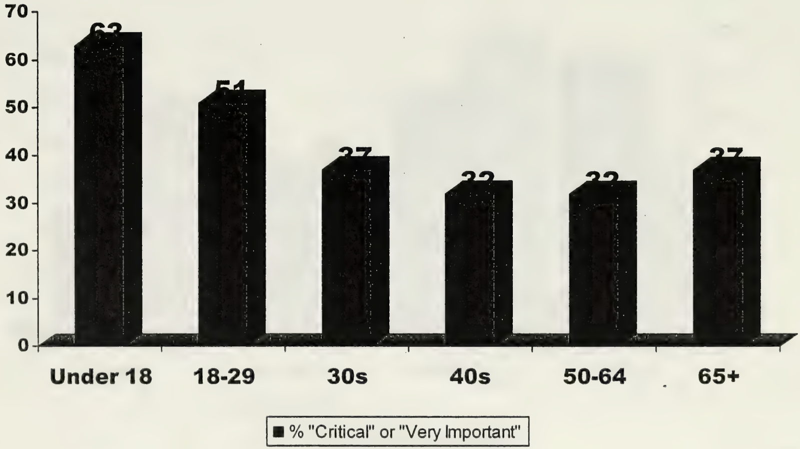
Those who care most about adding computers in libraries: 18-29 age group



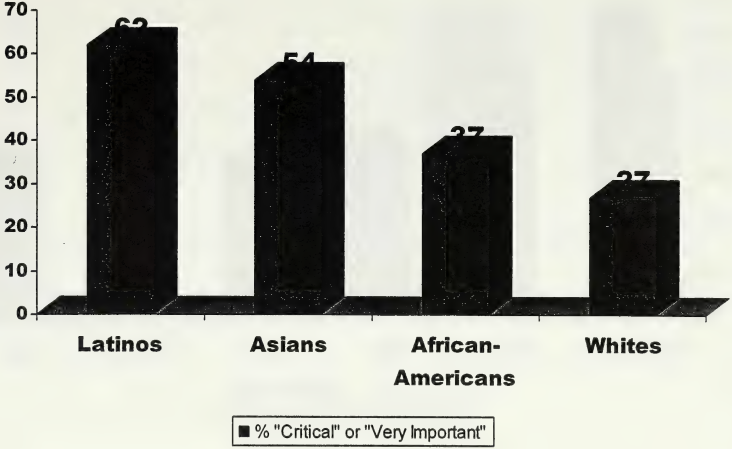
Non-whites are more likely to value adding computers in libraries



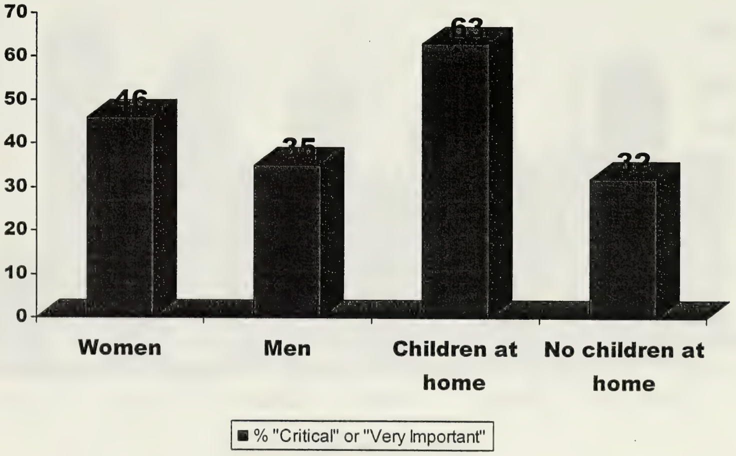
Signs: More desired by teenagers



Signs: More important to those who are more likely to speak non-English languages

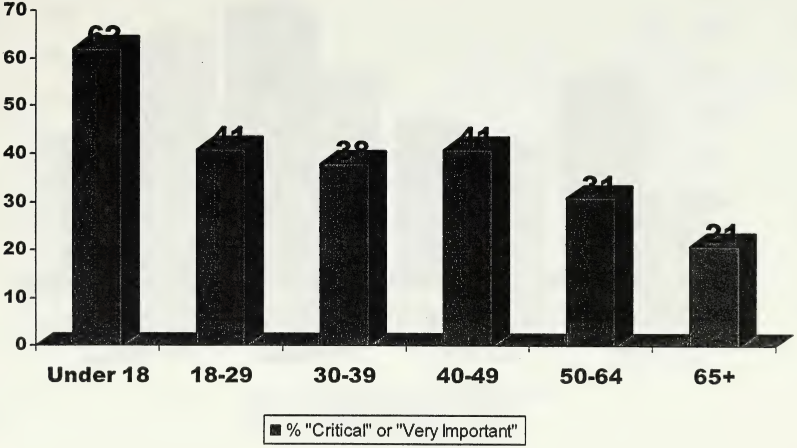


Space for Children: More important to women and those with children

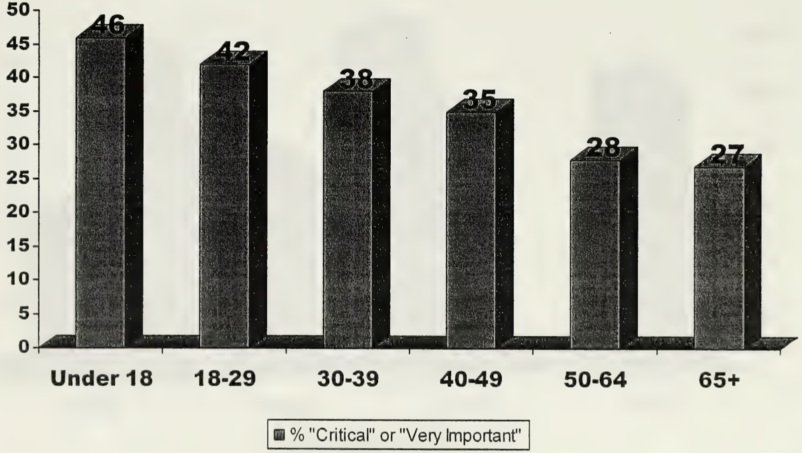


Space for Teens:

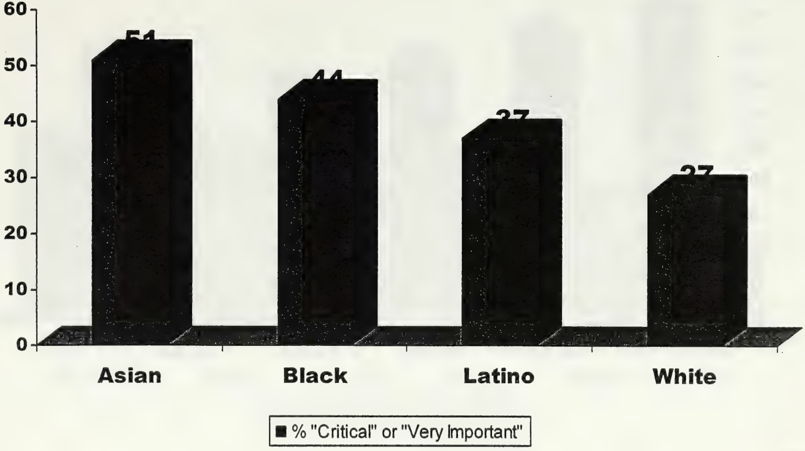
SURPRISE: More important to teens!



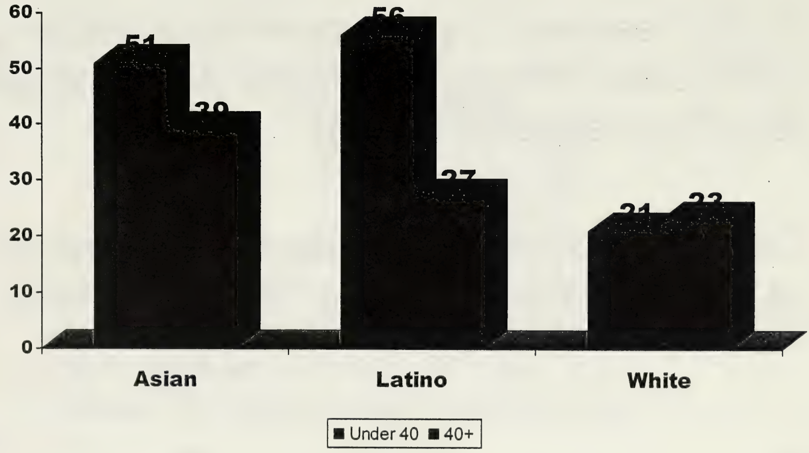
More comfortable seating:
Younger people want comfortable seats



Better lighting:
A higher priority for Asian patrons



Cleaner exterior:
Differences by age and ethnicity



Author readings and community space: Lower priorities

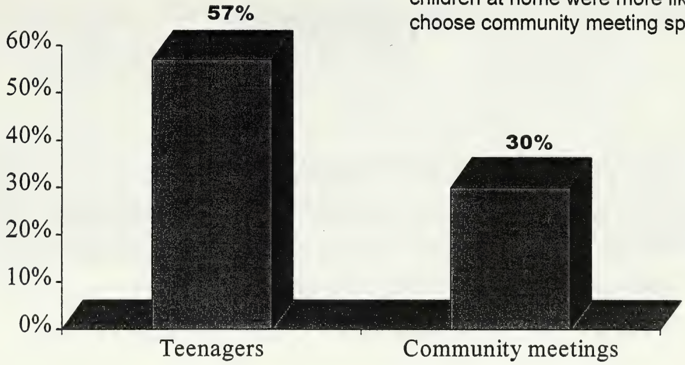
- Author readings: slightly more important to Latinos and African-Americans (44%, compared to 31% for all respondents)

- Community space: more important to Latinos (42%, compared to 25% for all respondents)

Tradeoffs:

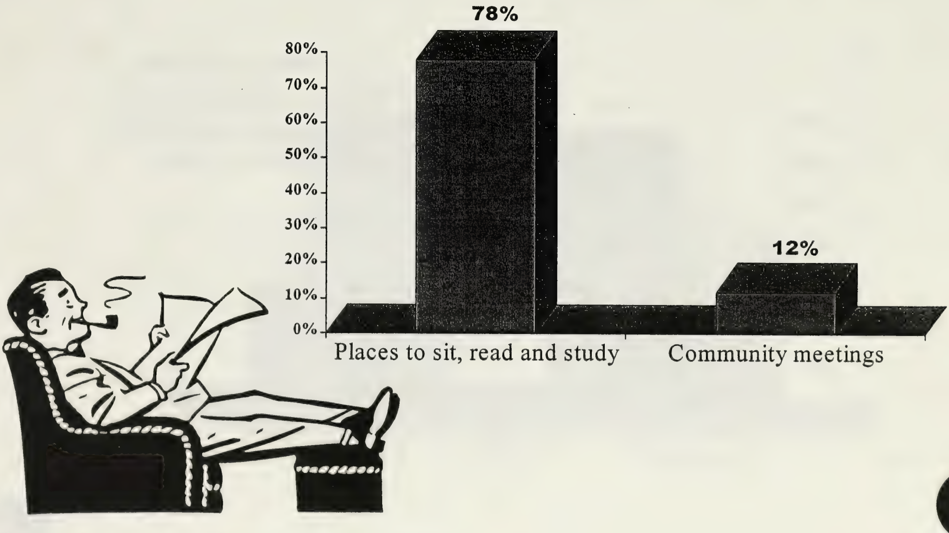
- Teen space beats community space;
- Places to sit, read and study beats community space;
- Places to sit, read and study beats separate desks for checkout, info and children's services;
- Places to sit, read and study beats computers.

Q. 3 – When asked choose between space for teens and space for community meetings, a strong majority chose space for teens

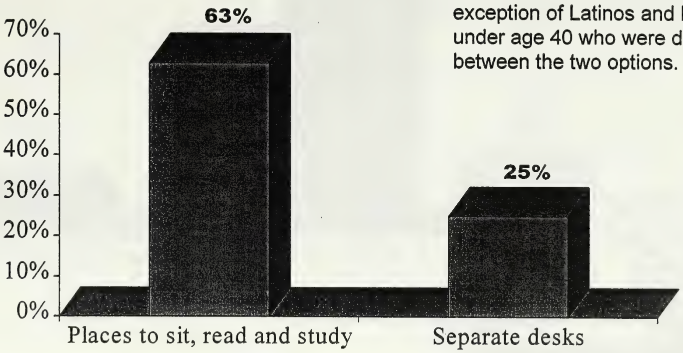


Asians were particularly strong in their desire for space for teens. Men without children at home were more likely to choose community meeting space.

Q. 4 – Places to sit, read and study were also more popular than community meeting space

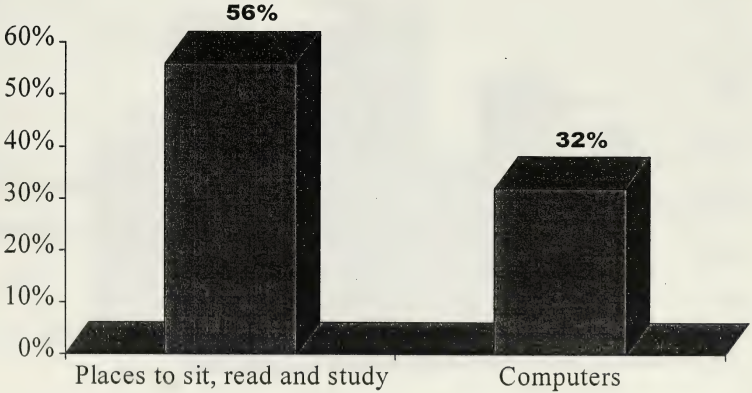


Q. 5 – More places to sit, read and study was more popular than providing separate desks for checking out books, information and children's services

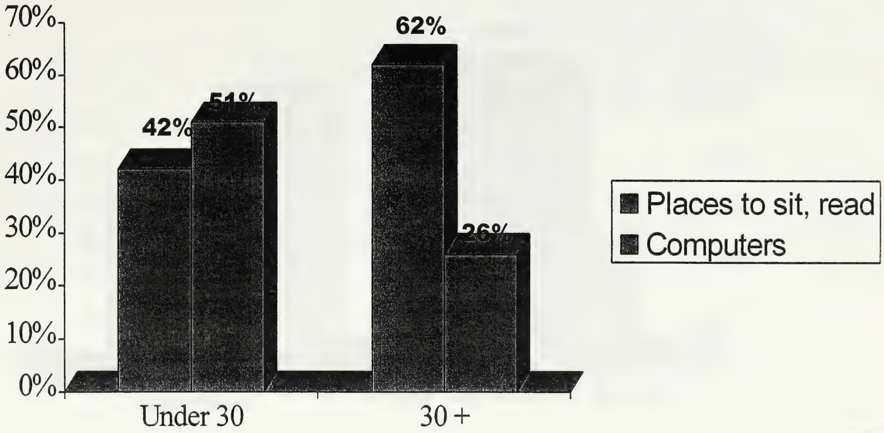


This preference was noted among all subgroups with the exception of Latinos and blacks under age 40 who were divided between the two options.

Q. 6 – More places to sit, read and study was also generally more popular than computers

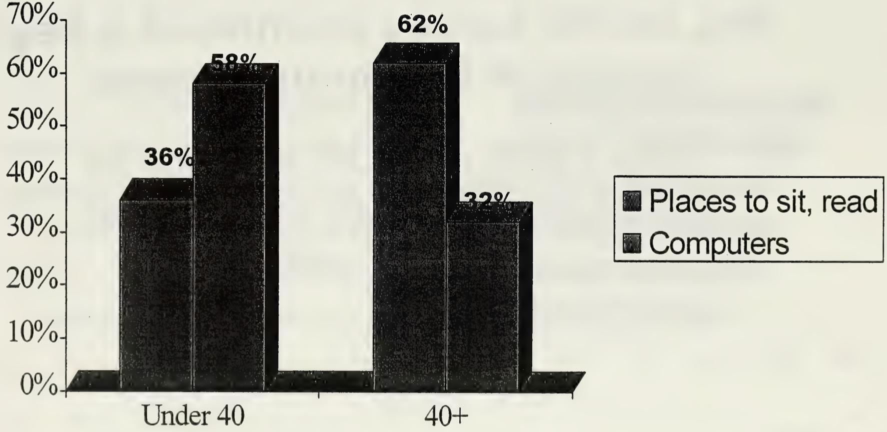


Q. 6 – Those under 30 prefer computers; those 30+ strongly prefer places to sit, read, and study



Age discrepancy is even greater among Latino and African-American patrons

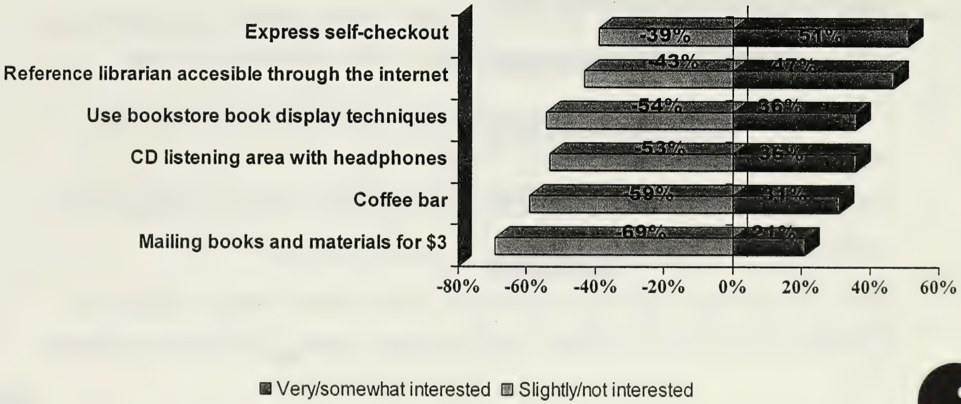
Latinos and African-Americans only



The onsite survey confirmed a key finding of the focus groups:

Library patrons prioritize space for community meetings behind most other concerns.

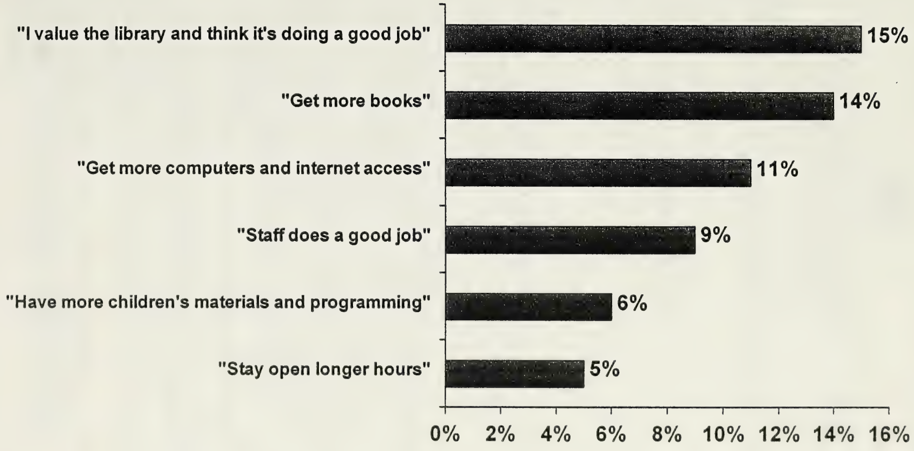
Q. 7 – Express checkout was most popular of new services tested; mailed materials least popular



Details on new services

- Asians and younger patrons are more likely to show interest in Express Checkout.
- Those with children at home are more likely to express interest in an internet librarian.
- Patrons under age 30 are much more likely to show interest in a CD listening area.
- Teenagers are the only subgroups to show interest in a coffee and snack area.
- Patrons under 30 and Latinos are more likely to show interest in book display techniques used in book stores.

Other comments by branch library users included:



DOCUMENTS DEPT.

SEP 2 8 2001

SAN FRANCISCO
PUBLIC LIBRARY

/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 2, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order

illie L. Brown, Jr.
layor

harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

elen Marte Bautista
onnie K. Chin
teven A. Coulter
ran A. Streets
arian W. Swig
ommissioners

usan Hildreth
ity Librarian

lichael Housh
ommission Secretary

AGENDA: * **

1. APPROVAL OF THE SEPTEMBER 4, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 4, 2001.
Explanatory document: draft minutes

2. MISSION BAY BRANCH – OUTLINE OF TERMS — ACTION
Discussion and possible action to support in concept a preliminary agreement with the San Francisco Redevelopment Agency and to authorize the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the outlined terms for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay
Explanatory document: draft Resolution and Mission Bay Branch Library Term Sheet.

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of a report on branch projects and an update on Internet filtering legislation.

4. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT — DISCUSSION
Presentation and discussion of an update report on POE related Main Library projects including modifications to the Grove Street entry and repairs to tabletops.

5. BRANCH LIBRARY BOND PROGRAM REPORT DISCUSSION
Presentation of, and discussion of an update on Prop. A (2000) Branch Library Construction and Improvements Bond related activities.

6. COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT DISCUSSION
(This item is to allow representatives from the Council of Neighborhood Libraries to inform the Commission of their current and proposed activities.)

7. COMMISSION MEETINGS SCHEDULE ACTION
Presentation of, discussion of, and possible action to approve a schedule of time and dates for regular Commission Meetings for 2002.
Explanatory document: draft meetings schedule

8. FRIENDS AND FOUNDATION REPORT DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. UNION REPORT DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT **(requires motion and public comment)** ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary – 9/25/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

Commission Resolution 2073 – October 2, 2001

[Mission Bay Branch Library Outline of Terms]
AUTHORIZING THE SAN FRANCISCO CITY LIBRARIAN IN CONSULTATION WITH THE CITY ATTORNEY TO ENTER INTO AN AGREEMENT WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY TO DEFINE THE TERMS AND CONDITIONS BY WHICH THE MISSION BAY BRANCH LIBRARY IS TO BE DEVELOPED.

WHEREAS, The San Francisco Public Library and the San Francisco Redevelopment Agency have come to preliminary agreement concerning the terms and conditions by which the Mission Branch Library will be developed, and

WHEREAS, These terms and conditions are set forth in a Mission Bay North Branch Library Term Sheet Outline which describes responsibilities, rights, and obligations which both parties assume to undertake in conjunction with the development of the Mission Bay Branch Library, now therefore be it

RESOLVED, That the City Librarian is authorized, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.

MISSION BAY NORTH BRANCH LIBRARY

TERM SHEET OUTLINE

The following outlines certain basic terms of a proposed transaction structure between the City and County of San Francisco acting by and through its Library Department (the "City") and the San Francisco Redevelopment Agency (the "Agency") for the development of a new branch library on a parcel of land fronting on the southwesterly side of 4th Street between Berry Street and the Mission Creek Channel (the "Site"). The Agency has entered into an Exclusive Negotiating Agreement with Mercy Housing California (the "Developer") for the development of a mixed-use condominium project (the "Project") that will contain 139 senior affordable housing rental units on the Site. The City and the Agency have been negotiating a letter of intent setting forth the parameters of a future agreement whereby the City would purchase an approximately 8300 square foot condominum unit (the "Library Parcel"), completely developed for a branch public library. The general terms and conditions of the City's purchase of the Library Parcel are as follows:

1. The Agency will cause the Site to be subdivided to create air space for the Library Parcel and enter into two or more ground leases with the Developer for the development of the overall Project.

2. The Developer will develop the Project, including the Library Parcel in accordance with plans and specifications approved by the Library staff. Any change orders or modifications to the plans and specifications that affect the Library Parcel will also be subject to the approval of the Library staff.

3. Upon completion of the Library Parcel, the City will purchase the Library Parcel improvements from the Agency subject to the ground lease for the Library Parcel, which wll be assigned from the Developer to the City. The purchase price of the Library Parcel will be as set forth below, but there will be no cost to the City for the Library Parcel ground lease.

4. The purchase price for the Library Parcel improvements will be the sum of the Developer's actual costs to design and construct the Library Parcel improvements plus a 10% fee to cover the overhead costs of the Developer and the Agency. When the City and Agency enter into the purchase agreement for the Library Parcel improvements, the City will deposit the full amount of the purchase price into a joint escrow account with the Agency to be disbursed to the Agency at the close of escrow, which will occur upon the completion of the Library Parcel improvements.

5. The Library Parcel will be an integral part of a larger condominium project, so after the City acquires the Library Parcel, the City will be obligated to pay for certain common area maintenance and other charges related to the City's ownership of the Library Parcel condominium unit.

6. The Library Parcel can only be used for the operation of a public branch library which must be open a minimum of 5 days per week for 32 hours each week for as long as the Agency owns the underlying land for the Library Parcel. If the City ever changes the use of the Library Parcel without the Agency's permission and the Agency owns the underlying land at the time of

such change in use, the Agency will have a right of reverter to the Library Parcel subject to the Agency's payment to the City of the City's purchase price for the Library Parcel and the depreciated costs of any subsequent capital improvements the City makes to the Library Parcel. The City will also not be allowed to sell the Library Parcel without first giving the Agency a right to repurchase the Library Parcel for the same price the Agency would pay to exercise its right of reverter, but this restriction applies only so long as the Agency owns the underlying land to the Library Parcel.

If the foregoing conceptual terms are approved by the Library Commission, the Library staff will proceed to negotiate and execute a non-binding letter of intent with the Agency that is consistent with these terms, and the Library staff will also proceed to negotiate the form of a purchase and sale agreement between the Agency and the City and other necessary agreements for the City's purchase of the Library Parcel as outlined above. The final form of the purchase and sale agreement and other related documents will be approved by an ordinance by the Board of Supervisors prior to their execution.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, and December 3, 2002.

Second Tuesday of the Month, 4:00 PM

January 8*, 2002

First Wednesday of the Month, 4:00 PM

November 6**, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the second Tuesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
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Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, October 2, 2001.
The San Francisco Public Library Commission held its regular meeting on Tuesday, October 2, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras.
The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets and Swig.

Commissioner Chin was noted excused attendance.

Commissioner Bautista joined the meeting at 4:12PM.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public commented that the audio recording of the meeting was incomplete and that Public Comment Summary Statements were not posted on the Library's website. The anonymous member of the public additionally commented that the Library Commission information had been relocated on the website making it more difficult to find. This person noted that there were mistakes in the numbering of the agenda items as reported in these Minutes. The anonymous member of the public also discussed comments in these Minutes related to corrections in the June 28th Minutes which this person found incomplete. Mr. Peter Warfield observed that the sound quality of the recorded videotape of the meeting was very poor. Mr. Warfield also commented that the reported Minutes understated public participation in the meeting and did not report fully on an assault on books that he suggested was to be found in comments attributed to library consultant Dallas Shaffer. He also noted comments in support of more books and hours were not included in David Binder's remarks related to patrons' wishes regarding the Library's future plans. Mr. Warfield also found that other comments he had made regarding more books and hours, use of the online catalog, and the availability of documents related to agenda items were not fully or accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

In response to questions by Commissioners, the Commission Secretary affirmed that the identifying number designations for the agenda items reported and a typographic error would be corrected. It was further noted that the meeting would be stopped

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

whenever it was necessary to turn the tapes so that all of the discussion could be fully recorded on the audio tapes of commission meetings.

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter for approval of the September 4, 2001 Minutes as amended.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEN #2 MISSION BAY BRANCH LIBRARY

The City Librarian introduced Ms. Amy Netches and Mr. Matt Schwartz of the Redevelopment Agency staff who provided the Commissioners with a general overview of the development of the proposed condominium project creating the Mission Bay Branch Library and an affordable senior housing development. Ms. Netches described in some detail the ongoing development of the Mission Bay Project by Catellus and discussed the history of this entirely new planned economically diverse community with an eventual population of 11,000. Ms. Netches identified the proposed site for the library/senior housing development as parcel N3A located at the corner of Berry and 4th Streets. She described extensively the proposed transit and other civic developments planned for the immediate area where the project was proposed to be built.

Mr. Matt Schwartz, Senior Development Specialist with the Redevelopment Agency provided the Commissioners with a highly detailed discussion of the various aspects of the building planned to house the library and the senior housing development. He noted that there would be 139 units of housing and an adult day center for use by the building residents. Mr. Schwartz also described the shared loading areas, the 7,758 sq. ft. ground floor corner location for the branch library, and a planned 2,500 sq. ft non-profit office space. Additionally, Mr. Schwartz reported that the planned building included 4,100-sq. ft. of retail space on the street level to promote pedestrian activity in the new neighborhood. Mr. Schwartz also reported on the visibility of the branch library as a central civic presence in the new neighborhood. The Senior Development Specialist further reported on the background of how Mercy Housing was chosen as the developer and manager of the proposed senior housing development. Mr. Schwartz then discussed aspects of the financial package which was put together to make this project possible, noting that the library would own the branch library portion of the condominium, and discussed how some of the proposed terms and agreements involved in the project were developed.

The City Librarian reported that library staff had been very actively involved in this project for nearly a year, noted the $3.6 million purchase price for the branch library, and outlined various aspects of the proposed outline of terms with the Redevelopment Agency that warranted Commission consideration. The City Librarian provided a detailed discussion of the unique aspects of this joint project with Redevelopment and clarified details of costs involved. Ms. Hildreth described the library's condominium ownership of the branch library space, how joint tenancy maintenance costs were being negotiated, and the advantageous aspects of having library staff working with the developer to create an 7,758 sq. ft. branch library at this site within the amount available through the bond. It was noted that the Redevelopment Agency had asked the Library to include in the agreement: a commitment to operate the branch library for a specified number of hours and days; that Redevelopment would like the agreement to specify weekend and evening hours; and that the Redevelopment Agency wished to have 1st right of reversion should the Library not continue to operate a branch library at that location. Ms. Hildreth concluded with a request that the Commissioner's authorize library staff to continue to negotiate remaining details of an agreement with the Redevelopment Agency and bring back final terms for the Library Commission's review and recommendation to the Board of Supervisors for approval.

PUBLIC COMMENT ON AGENDA ITEM #2 MISSION BAY BRANCH LIBRARY

An anonymous member of the public commented that this proposal seemed to be a minor element in Catellus overall plan and that while library staff had been working on this proposal for some time behind the scenes this was the first and likely only time that the Commission would discuss it in public. This individual suggested that there were a number of issues to be clarified such as what was meant by senior housing and affordable housing. This individual noted that this agreement looks like a purchase but reads like a lease. Mr. Peter Warfield noted that these terms amounted to a blank check for library staff to conclude an agreement without input by the public or the Commission. Mr. Warfield also observed that this proposal provided for no funds to operate this new branch library. He further suggested that as yet there were very few residents in the area that the new library would serve, and that this entire proposal raised questions about making a significant commitment of library resources without addressing the issue of equity with the other branch libraries in the system. Mr. Warfield commented that this allocation of resources did not address the system wide support services center previously mentioned as possibly being located in this area.

COMMISSION COMMENT ON AGENDA ITEM #2 MISSION BAY BRANCH LIBRARY

Vice President Steiman noted that there were a significant number of residents in the South of Market neighborhood and that there was a more than sufficient population to warrant having a new branch library. In response to a question by Vice President Steiman, the City Librarian reported that change orders for various branch library projects would be reported to the Commission. She additionally clarified that the Library was only to receive the land at no cost and that the Library would have to pay for the shell and all tenant improvements. Vice President Steiman next discussed concerns with the reversion language included in the outline of terms noting that it was unwise not to anticipate a day when financial circumstances would require that the Library either not continue to operate its branches in the same way or that they be used in other ways to support the library system. In response to a question by Commissioner Bautista, the City Librarian reported that it was possible that Prop. 14, (State Library Construction and Improvement Bond) funds could be used on this

number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public

project. In response to Commissioner Bautista's questions regarding building design issues for this project, Bond Program Manager Marilyn Thompson discussed the review process she envisioned for the library related aspects of the project's designer HKIT's proposed schematic design for this project. Ms. Thompson noted that library staff had commented on the preliminary schematics submitted to the Redevelopment Agency by Mercy Housing's designers and that the unique nature of the shared ownership of this site could produce a design review process on this project unlike that which would be used with most of the other new and renovated branch libraries.

In response to a question by President Higueras, Deputy City Attorney Donnell Choy clarified that the final terms of any agreement between the Library and the Redevelopment Agency on the development of the Mission Bay Branch Library would be brought to the Library Commission and the Redevelopment Commission for review and recommendation for approval to the Board of Supervisors. Ms. Hildreth commented that the Commission would have a very active role in overseeing the design process for these branch libraries. In answer to a question concerning the Redevelopment Agency's timeline for development of this segment of the Mission Bay Project, Ms. Netches outlined the status of the various housing projects currently underway in the project area and the expected schedule of build out of these surrounding projects. Ms. Netches noted that this particular project would be both a senior and an affordable housing project. She commented that the library will serve not only the Mission Bay neighborhood but the South of Market neighborhoods as well. She then outlined various ongoing and proposed transit projects and park development that will build an important new community. Commissioner Bautista suggested that some of the affordable housing units might be made available to low income librarians.

In response to questions by Commissioner Streets, the City Librarian discussed the Library's ongoing responsibilities for paying shared maintenance costs incurred by this condominium project as a part of its annual budget. In response to further questions by Commissioner Streets, Mr. Schwartz further clarified how these charges would be set and described the oversight processes which would be in place to monitor the activities of the Mercy Housing Board which would manage this project. In addition, Ms. Hildreth discussed issues involved in adding the operations of a 27th branch library within the requirements of Prop. E (Library Preservation Fund) and how this might be accomplished. Ms Hildreth also discussed how she proposed that the Commission review change orders for this project and other proposed projects. President Higueras discussed in some detail how change orders had been addressed in the past such as with the Ocean View Branch Library and noted that a similar process might be considered. Vice President Steiman noted that she wished to see modifications in the proposed terms in both items #2 and #6. In response to a question by Commissioner Swig, the City Librarian noted that if the Commission approved the proposed terms, it would authorize library staff to continue to negotiate an agreement which would then have to be reviewed and approved and recommended to the Board of Supervisors by both the Library and the Redevelopment Agency Commissions.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the Commission authorize the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined for the acquisition and development of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.

Commissioner Steiman requested amendment of this motion to include the Commission's expressed reservations concerning items #2 and #6 in the proposed outline of terms.

AMENDED MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the City Librarian is authorized, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined subject to revisions in items two and six for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.

ACTION: 6-0 Aye (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth brought the Commissioners up to date on recent branch library improvements projects noting that the Bayview Branch would re-open as an all PC branch on October 5, 2001. Ms. Hildreth also reported that the Visitacion Valley Branch Library would be closed on October 10th and reopen on December 12th to allow for a major electrical upgrade which would allow installation of PCs.

Ms. Hildreth next discussed the recent developments in the Glen Park Branch Library site selection process. The City Librarian discussed a meeting to be held at the Glen Park Recreation Center to allow additional neighborhood comments on the sight selection process, noting that the owners of the "Kelly" site had indicated that they were unwilling to sell the property. The City Librarian then discussed aspects of the remaining proposed sites, the Diamond Super site, and a site located adjacent to the Glen Park BART Station.

The City Librarian then discussed a recently adopted Board of Supervisor's Resolution authored by Supervisor Mark Leno prohibiting filtering of all public access computers in the library except those in the Main Library Children's Center and those dedicated to children's use in branch libraries. Ms. Hildreth described in some detail the discussion including Supervisor Tony Hall's concerns with protecting children from inappropriate access to certain materials found on the Internet which were discussed at a September 20th Meeting of the Board's Rules Committee which addressed the resolution. The City Librarian suggested that the Commission discuss the issues involved at its November 2001 Meeting.

Ms. Hildreth concluded her report with a matter which had come to her attention to late to be included on the agenda, the announcement that nominations for San Francisco's next Poet Laureate where being taken and that application forms for that position were available at the rear of the auditorium.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public noted that the proper name for the Bayview Branch Library was the Bayview- Anna May Wadden Branch and commented that the owner's refusal to sell the "Kelly" site favored by the community as the new location for the Glen Park Branch Library should not justify its elimination from consideration. The anonymous member of the public expressed a belief that acquisition of this site for the branch library was not impossible. In addition concerning the discussion of Internet filtering legislation, this individual commented on the importance of defending Intellectual Freedom by offering unfiltered access. Peter Warfield commented on issues raised during the discussions of various sites for branch libraries, noting that there had been a strong preference expressed for free standing libraries rather than those located in shared structures. Mr. Warfield observed that shared facilities inherently involved more problems and expressed the hope that ways could be found to reconsider the availability of the (Kelly) site. In relation to the discussion of Internet filtering legislation, Mr. Warfield commented favorably on the strong preference for unfiltered access by the Library Commission, the City Librarian, and the Supervisors but expressed concerns as to how the library might address issues created by the segregation by age of access to information available on its computers.

COMMISSION COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Vice President Steiman noted that it was very clear that Mr. Kelly was unwilling to sell this site under any circumstances. She further hoped that the discussions at the Glen Park neighborhood meeting would focus on the remaining alternatives pointing out that there were not too many alternative choices in the center of the Glen Park neighborhood.

President Higueras noted that, while the Library had not experienced problems with inappropriate access to the Internet by younger patrons nor initiated discussion of a response to mandates for Internet filtering, the Commission would have to address the issues raised in the Supervisor's legislation. The City Librarian informed the Commissioners that a study concerning inappropriate access to questionable Internet sites by users of the computers in the Main Library Children's Center had shown that only .6% of sites visited could be deemed inappropriate. Ms. Hildreth additionally observed that a review of these sites revealed that many were sites that had names similar to popular educational sites that could easily have been accessed by mistake.

AGENDA ITEM #4 MAIN LIBRARY POE REPORT

The City Librarian introduced Library Building and Grounds Superintendent Matt Smyth and Mr. Phil Sowers of the Bureau of Architecture, Department of Public Works who brought the Commissioners up to date on the efforts to respond to the Commission's concerns with proposed POE related renovations to the Grove Street entry area and to damaged table surfaces in various parts of the Main Library. Mr. Sowers provided an extensive overview with views of a proposed redesign of the Grove Street entry area that responded to Commissioner's concerns about the availability of seating for seniors and disabled patrons. Mr. Sowers discussed the display case which would replace the existing stone bench with a lighted display area with adjustable shelving which would allow for display of library related materials. Mr. Sowers noted that these revised proposals had been developed in consultation with the DPW's ADA (Americans With Disabilities Act) staff.

Mr. Sowers then showed the Commissioners samples of various kinds of surface materials that might be used to repair the extensive damage that was occurring to the wood veneer surfaces of the smaller patron worktables throughout the Main Library. He noted that, while the wood like replacement veneer retained a look similar to the existing surfaces, a Corean replacement, while slightly more expensive, was far more durable. Mr. Sowers showed the Commissioners a Corean table surface in a green shade that matched the color used on the tops of the service desks in areas near the worktables. Mr. Smyth noted that staff favored the Corean replacement surface as both more durable and having a greater flexibility to repair if damage did occur.

The City Librarian then brought the Commissioners up to date on the status of two POE related items which had been placed on reserve, noting that the Human Rights Commission have waived the MBE/WBE (Minority and Women owned Business Enterprises) requirements for the library signage RFP (Request for Proposals). Ms. Hildreth also reported that a request for release of funds for the radio repeater system was being forwarded to the Board of Supervisors after additional background information had been provided by the DTIS (Department of Technology and Information Services).

PUBLIC COMMENT ON AGENDA ITEM #4 MAIN LIBRARY POE REPORT

An anonymous member of the public was glad to see an improved proposal for the Grove Street entrance and noted that it was important to have gathered input from the disabled in revising the design. This person additionally observed that while everyone favored low maintenance that the proposed replacement table surfaces resembled 1956 linoleum and was both forbidding and industrial, with little warmth.

COMMISSION COMMENT ON AGENDA ITEM #4 MAIN LIBRARY POE REPORT

Vice President Steiman commented that the redesign of the Grove Street entrance was much improved. She then expressed reservations concerning the proposed table surface replacement materials that while noting that the laminate might cost less and that the Corean was better in the long term, she expressed a preference for a less industrial looking finish. President Higueras observed that it was very important to consider the long-term maintenance issues involved when making these choices. Commissioner Bautista liked the redesign of the Grove Street entrance but expressed concern that special efforts be made to keep it free of wind blown trash. She suggested that she did not favor any

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particular color for the replacement surfaces but that that it would be most important to choose a color that would blend in with the other surfaces in the library. Commissioner Coulter, while noting that he was not an interior designer, found the Grove Street entrance proposal relatively acceptable assuming that the display case could be kept up. However, Commissioner Coulter expressed grave reservations with what he perceived to be a serious risk that the design of the Main Library would be degraded by creating new looks to solve relatively small problems that in sum added up to significant changes in the appearance of the building. Commissioner Coulter suggested that the building's designers be consulted concerning the proposed changes so that anything that was done would add to rather than diminish the integrity of the building's overall design. President Higueras while conceding that some changes were inevitable expressed concern with creating a patchwork effect through many small changes and expressed a preference that long-term planning take these issues into consideration. There ensued an extensive discussion among the Commissioners concerning the scope of the problem with the damaged tables and what could be done to address these concerns with the overall impact of making changes. Mr. Smyth reported that repairs to these surfaces were becoming necessary every three to six months and that the problem was most evident on the perimeter tables on the 4th floor. After further discussion it was a consensus of the Commissioners that staff allow the tables to go un-repaired for the next three months and that during that time the Commissioners would visit the areas where damage was occurring and consider alternative repair options. Mr. Sowers noted that the estimated prices for the various repair options included in the construction bid or as an alternate item could be held for this period of time. Commissioner Bautista pointed out that this issue was a system wide problem, not just confined to the Main Library.

President Higueras called for a brief recess at 6:20PM
The Commission returned to session at 6:38PM

AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Library Branch Improvement Bond Program Manager Marilyn Thompson gave a very detailed report on the status of recent branch library bond related activities. Ms. Thompson noted that the 1st Quarterly report based on DPW budget figures reported to the CIAC (Capital Improvements Advisory Committee) would be released during this month. Ms. Thompson reminded the Commissioners that these figures were budgets only and that as the bond program moved forward revisions would be reviewed by the Commission's Branch Bond Ad Hoc Committee and by the public. The Branch Bond Project Manager then called attention to the Ad Hoc Committee which the Commission had created to oversee bond related activities and noted a schedule of meetings would be made available. Ms. Thompson then discussed aspects of the next phase in the development of a turnkey library developed within the projected budget for the Mission Bay Branch Library given the Commission's preliminary approval of the outline of terms for development of this branch. Ms. Thompson reported that a design team was being put together comprised of library staff, staff from the Redevelopment Agency, the Department of Real Estate, experts in tenant improvements from the Bureau of Architecture, Department of Public Works, and that a library design planner would be added to the team. The Branch Bond Program Manager next discussed the initial stages of work on the Richmond Branch Library noting that a design team had been put together to prepare the application to the state for Prop. 14 (State Library Bond) funds and the Library Consultant Dallas Shaffer was conducting preliminary interviews of the library staff and members of the community to develop a building program for presentation to the state in the first round of applications in June of 2002. Ms. Thompson further reported that a series of design review meetings addressing CEQA (California Environmental Quality Act) requirements and other review issues would be held in the coming weeks. The Branch Bond Program Manager then informed the Commissioners concerning ongoing discussions about landmarking issues with President Tim Kelly of the Landmarks Preservation Advisory Board. Ms. Thompson next described discussions with staff at the Department of Recreation and Park and City Planning, concerning issues effecting those branch libraries in the program located in Recreation and Park properties. Next, Ms. Thompson discussed the architectural design charrette being held by the Friends and Foundation of the San Francisco Public Library. Finally Ms. Thompson called attention to a Glen Park neighborhood meeting to be held on October 4th at 7:30PM to discuss the various options available to the community in selecting a site for the new Glen Park Branch Library.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Mr. Peter Warfield expressed happiness at receiving regular reports on the bond program but decried the lack of a document outlining the planning process and in particular expressed interest in learning much more about this process. An anonymous member of the public mentioned looking forward to a written report on these matters, and noted the Commission's Ad Hoc Committee on the Branch Library Bond program had not yet met. The anonymous member of the public expressed concern that the Library Foundation would hold a planning session concerning branch libraries prior to the Commission's Committee having ever met suggesting that this sends a message that detailed focused planning done by and paid for by the Foundation is more important than public planning.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

President Higueras pointed out that the Library Commission would take a very strong role of planning oversight over the Branch Library Bond Program unlike any other Commission's process. He noted that this public process will benefit all parties concerned with President Higueras noted that the Friends and Foundation Charrette was a promotional event which could provide lessons which might be useful to the architects who are chosen by the Commission to design the branch library buildings. He noted that there should be no confusion between what the Foundation does in their efforts to raise money for FF&E (furniture, fixtures, and equipment) and the Commission's charge to oversee construction of these buildings.

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AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

Ms. Sue Cauthen, Council of Neighborhood Libraries briefly described the history, structure, and work of the Council in support of branch libraries and reported that the Council had been recently reorganized and had adopted a revised Mission Statement, (copy attached). Ms. Chris Ortiz described the ongoing efforts of the members of the Council, with the assistance of a facilitator, to improve its activities. Ms. Ortiz called attention to the fact that there was a need to add additional members to the Council as some branch libraries currently were unrepresented. Ms. Ortiz then noted that members of the Council had met with Commissioners Steiman, Coulter, and Bautista and looked forward to working with the other Library Commission members.

PUBLIC COMMENT ON AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

None offered

COMMISSION COMMENT ON AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

Vice President Steiman expressed her appreciation for the work of the Council of Neighborhood Libraries. President Higueras commented that he looked forward to the Council's input on the development of the Branch Library Bond Program. Commissioner Bautista called attention to the excellent work done by Library Chief of Branches, Donna Corbeil and her staff and noted that the Council was a great group that contributes to the ongoing development of our branch libraries.

AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

The Commission Secretary provided the Commissioners with an overview of the proposed meeting schedule for 2002 and recommended that the Commissioners approve it. The Secretary in particular pointed out the two months, January and November, were the New Year Holiday and Election Day warranted changing the meeting day from the first Tuesday of the month to another day. The Commission Secretary also reported to the Commissioners that he had reserved the Koret Auditorium on the third Tuesday and Thursday of each month for use by the Commission as alternative meeting dates should they be needed.

Public comment on AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

Mr. Peter Warfield suggested that the Commission adopt meeting dates for the Ad Hoc Branch Bond Committee. He further commented that it was his preference that the beginning time for regular Commission meeting is returned to 5:00PM, a time he found more convenient for both library staff and members of the public to attend Commission meetings. An anonymous member of the public found that returning to the 5:30PM-start time for Commission meetings was more convenient for a number of people.

Commission comment on AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

Vice President Steiman questioned the choice of the 2nd Tuesday of January as the first meeting date in 2002 as that date did not work for her. Several Commissioners suggested that instead that the meeting be held on the 1st Wednesday in January (January 2, 2002). The Secretary suggested that should the Koret be available that the meeting could be held on the First Wednesday. It was the sense of the Commission to keep the 4PM start time.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the proposed schedule with the proviso that should the Koret be available that the first meeting in 2002 will be held on the first Wednesday (January 2, 2002) instead of the second Tuesday (January 8, 2002) as was proposed.

ACTION: Aye 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda item # 8 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library gave the Commissioners a report of its very successful annual big book sale. Ms. Adam reported that the fundraising event raised the most ever more that $160,000 from this year's sale. Ms. Adam then provided the commissioners with an overview of the Friends and Foundation's branch library design charrette being held on October 5,6, and 7, 2001. Ms. Adam outlined the schedule of activities and described the extensive outreach that had been done to invite participation this interesting event. She concluded her report with a discussion of this year's lecture series.

Public comment on Agenda item # 8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public expressed great interest in the charrette and gave a description of two dictionary definitions of the term wondering at the appropriateness of using this term given this person's understanding of the meaning of the term. This individual stated that it was this person's understanding that this was by invitation only and would not be a public event. This person reported that the Commission Secretary had informed this individual that this event was not deemed a passive meeting body. The anonymous member of the public continued that in their view that if Library Commissioners participated in this event their participation would violate the Ad Seriatim (meeting) provisions of the San Francisco Sunshine Ordinance. This person noted the purpose of the Sunshine Ordinance was to open such meetings to public view and that Commissioners should be aware of its requirements. Mr. Peter Warfield expressed confusion as to what was the purpose or purposes of this meeting. Mr. Warfield noted that he had not received an invitation nor to his knowledge had any on the Library Commission's regular mailing list received an invitation to the charrette. Mr. Warfield commented that no specifics had been presented regarding what exactly would be involved in these programs. He further commented that it appeared that many interested people had not been informed about or invited to the event. Mr. Warfield noted that he had not found any invitation to the event to a Library Commissioner or anyone else when he inspected the Library Commission's (3-30 day) Public Information File in the Commission Office. He noted that there was no record of Commissioners having been invited in the Public Information File.

Commission comment on Agenda item # 8 FRIENDS AND FOUNDATION REPORT

In response to questions by President Higueras, the City Librarian reported that all events held in the library during the Main Library's open hours were open to the public. Ms. Adam discussed in some detail the extensive outreach efforts which the Friends and Foundation had made in sending out both mail and email invitations to the charrette. President Higueras clarified that it was his understanding that this was not a formal planning event but was instead a kick off event for the Friends and Foundation's capital campaign to raise money for FF&E (furniture, fixtures, and equipment) for the branch libraries. He further noted that this important event could create excitement and interest in the bond program. Ms. Adam confirmed that this was specifically not conceived of as a specific planning event but was merely a way of generating ideas that could be useful to the library in the course of the bond program. In response to a question by Vice President Steiman, Ms. Adam and President Higueras, a professional architect, offered definitions of the term charrette as it is used as a term of art in architecture. In response to a question by President Higueras, Deputy City Attorney Adine Varah reported that attendance by a quorum of the Commission or of a Committee could raise an issue concerning the Ad Seriatim provisions of the law and offered to discuss the specific questions regarding this matter with Commissioners. Commissioner Bautista questioned the circumstances of Mr. Warfield's inquiry whether invitations had been sent to the Commissioners and was informed that the invitations to this event were sent to the Commissioners through the Friends and Foundation rather than through the Commission Office.

Agenda Item #9 LIBRARY LABOR UNION REPORT

No report was made. City Librarian Susan Hildreth expressed her appreciation for the support that the Librarian's Guild provided at the Board of Supervisors in addressing the Internet filtering issue.

Agenda item #10 NEW BUSINESS

Commissioner Bautista requested that staff provide the Commission with the status report on library security plans and information on emergency response preparation.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public expressed appreciation for the efforts being made to record the entire meeting. This individual additionally suggested that the Commissioners not sell the Main Library short and let the building run down, that the building exists to serve the public at the highest level. The anonymous member of the public then discussed Commissioner Coulter's tenure on the Library Commission and changes in Commission traditions that had occurred and this person's thoughts about them. Mr. Peter Warfield noted that there were many libraries that had experienced damage and that perhaps a better option might be to choose solid wood furniture that could be more easily repaired. Mr. Warfield expressed surprise that routine usage could result in such damage. Mr. Warfield noted that the Board of Supervisors had allocated $30,000 for this purpose, an amount that far exceeded the book budget of many branch libraries and noted that this money might be better used for other purposes. Mr. Warfield explained that he had exercised his rights under the Sunshine law to view materials available in the Public Information File.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter that the meeting be adjourned In Memoriam of former Library Commission President John Bransten.

Commissioner Coulter recalled former Commissioner Bransten fondly and noted that he had been dedicated in his support for the Library.

Public comment on Agenda item #12 ADJOURNMENT

An anonymous member of the public observed that this individual had not known the former Commissioner, but was aware that his brother had served on the Commission. The anonymous member of the public then commented on a discussion that had occurred under the adjournment item at the previous Commission meeting concerning access to Commission information.

President Higueras observed while the members of the Commission serve the public they do retain their right to personal privacy and suggested individuals seeking to contact the Commission respect these rights and follow the normal procedures for communicating with the Commission.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 7:35PM.

Michael Housh, Commission Secretary 10/12/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Commission Resolution 2073 – October 2, 2001

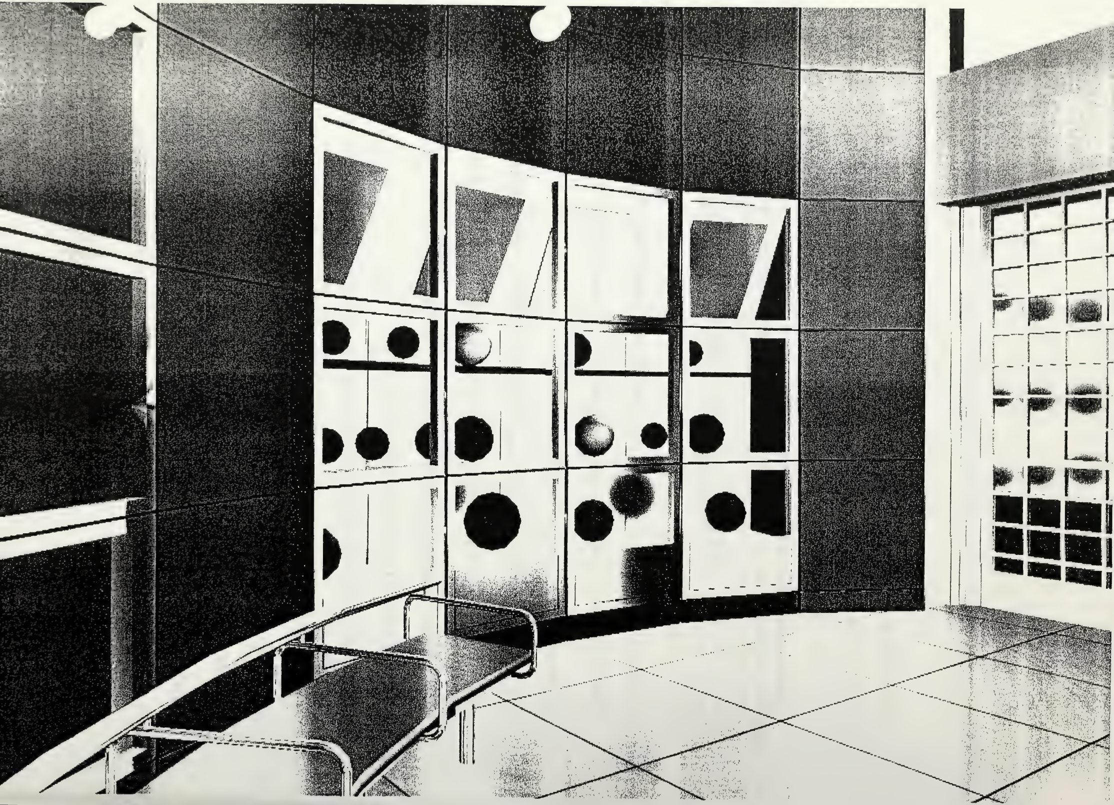
Commission Resolution 2073 – October 2, 2001 as amended

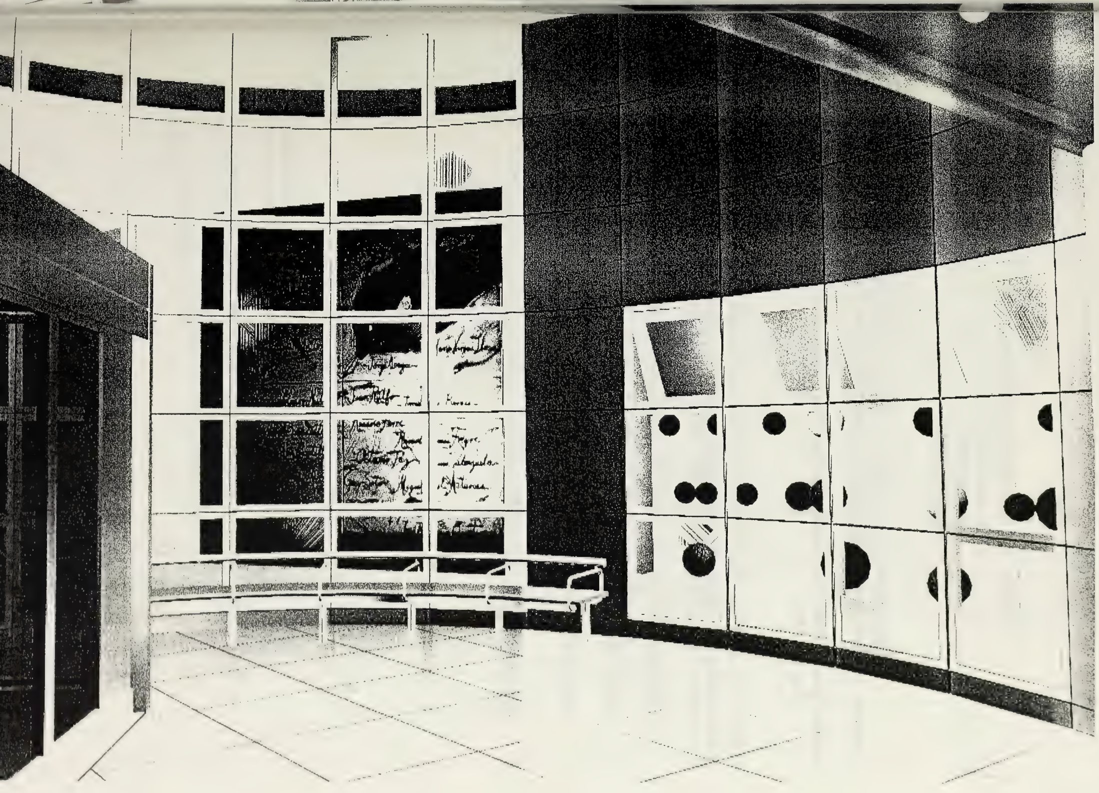
[Mission Bay Branch Library Outline of Terms]
AUTHORIZING THE SAN FRANCISCO CITY LIBRARIAN IN CONSULTATION WITH THE CITY ATTORNEY TO ENTER INTO AN AGREEMENT WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY TO DEFINE THE TERMS AND CONDITIONS BY WHICH THE MISSION BAY BRANCH LIBRARY IS TO BE DEVELOPED.

WHEREAS, The San Francisco Public Library and the San Francisco Redevelopment Agency have come to preliminary agreement concerning the terms and conditions by which the Mission Branch Library will be developed, and

WHEREAS, These terms and conditions are set forth in a Mission Bay North Branch Library Term Sheet Outline which describes responsibilities, rights, and obligations which both parties assume to undertake in conjunction with the development of the Mission Bay Branch Library, now therefore be it

RESOLVED, That the City Librarian is authorized, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined subject to revisions in items two and six for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.





COUNCIL OF NEIGHBORHOOD LIBRARIES
Mission Statement
~~June 28, 2001~~
Aug. 30, 2001

Committee Members: Sue Cauthen, Deborah Doyle, Chris Ortiz

Adopted ~~June 28, 2001~~ Aug. 30, 2001 at the monthly meeting of the Council of Neighborhood Libraries

In order to create a public library system that best meets the needs of San Franciscans, the CNL promotes dialogue among and between Branch Libraries, San Francisco neighborhoods and library and city decision-makers by:

- Promoting public awareness about the library system and its services
- Identifying and championing branch needs and working to resolve issues
- Acting as a conduit for neighborhood input

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
9/17/01

OBITUARIES

John Bransten, businessman, art collector

By Reynolds Holding
CHRONICLE STAFF WRITER

John Manfred Bransten, a lifelong San Franciscan who led the MJB coffee company in the early 1980s and earned prominence as a collector of contemporary Chinese art, died Saturday of cancer. He was 72.

Known for his energetic business style and intellectual curiosity, Mr. Bransten played a notable role on the boards and committees of several Bay Area cultural institutions. He served as president of the Berkeley Art Museum from 1990 to 1993 and of the San Francisco Public Library Commission from 1962 to 1964, and he was a trustee of the San Francisco Museum of Modern Art from 1967 to 1970.

Mr. Bransten was born in San Francisco to the family that founded the MJB Co. in 1881. He attended Lowell High School and in 1991 graduated from Dartmouth College. After earning his master of business administration from Stanford Business School in 1953, he served as a U.S. Army second lieutenant in Japan until his honorable discharge in 1955.

Mr. Bransten began at the MJB Co. in the marketing and sales division. He became chairman in 1980 and held that position until Nestle Holdings Inc. bought the company six years later.

While remaining an active businessman with the investment firm Bransten Management, Mr. Bransten developed a strong interest in Irish poetry and Chinese art.

In the mid-1980s, he attended the W.B. Yeats summer school in Sligo, Ireland, and became fascinated with the country, collecting first-edition books by Irish poets and buying a home in West Cork. In San Francisco, he became a director of the American Ireland Fund.

Intrigued by what his friends and family call "adventuresome" art, Mr. Bransten acquired one of the nation's finest collections of contemporary Chinese pieces. He also owned many examples of conceptual art, a style that emphasizes ideas over visual images.

Mr. Bransten remained close to his former wife, San Francisco art collector Rena Bransten, and was an active member of the Bohemian Club.

He is survived by Ms. Bransten and their three children — Peter, Patricia and David Bransten — and by two grandchildren, Rena and Sam Gallagher.

Services will be held at 4 p.m. Wednesday at Temple Emanu-El, 2 Lake St., San Francisco. A reception will follow at a location to be announced at the service.

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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION (As Approved 11/7/01)

Minutes of the regular meeting of Tuesday, October 2, 2001.
The San Francisco Public Library Commission held its regular meeting on Tuesday, October 2, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras.
The following members were noted present: Commissioners Coulter, Higueras, Steiman, Streets and Swig.

Commissioner Chin was noted excused attendance.

Commissioner Bautista joined the meeting at 4:12PM.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

An anonymous member of the public commented that the audio recording of the meeting was incomplete and that Public Comment Summary Statements were not posted on the Library's website. The anonymous member of the public additionally commented that the Library Commission information had been relocated on the website making it more difficult to find. This person noted that there were mistakes in the numbering of the agenda items as reported in these Minutes. The anonymous member of the public also discussed comments in these Minutes related to corrections in the June 28th Minutes which this person found incomplete. Mr. Peter Warfield observed that the sound quality of the recorded videotape of the meeting was very poor. Mr. Warfield also commented that the reported Minutes understated public participation in the meeting and did not report fully on an assault on books that he suggested was to be found in comments attributed to library consultant Dallas Shaffer. He also noted comments in support of more books and hours were not included in David Binder's remarks related to patrons' wishes regarding the Library's future plans. Mr. Warfield also found that other comments he had made regarding more books and hours, use of the online catalog, and the availability of documents related to agenda items were not fully or accurately reported.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE SEPTEMBER 4, 2001 REGULAR COMMISSION MEETING

In response to questions by Commissioners, the Commission Secretary affirmed that the identifying number designations for the agenda items reported and a typographic error would be corrected. It was further noted that the meeting would be stopped whenever it was necessary to turn the tapes so that all of the discussion could be fully recorded on the audio tapes of commission meetings.

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter for approval of the September 4, 2001 Minutes as amended.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEN #2 MISSION BAY BRANCH LIBRARY

The City Librarian introduced Ms. Amy Netches and Mr. Matt Schwartz of the Redevelopment Agency staff who provided the Commissioners with a general overview of the development of the proposed condominium project creating the Mission Bay Branch Library and an affordable senior housing development. Ms. Netches described in some detail the ongoing development of the Mission Bay Project by Catellus and discussed the history of this entirely new planned economically diverse community with an eventual population of 11,000. Ms. Netches identified the proposed site for the library/senior housing development as parcel N3A located at the corner of Berry and 4th Streets. She described extensively the proposed transit and other civic developments planned for the immediate area where the project was proposed to be built.

Mr. Matt Schwartz, Senior Development Specialist with the Redevelopment Agency provided the Commissioners with a highly detailed discussion of the various aspects of the building planned to house the library and the senior housing development. He noted that there would be 139 units of housing and an adult day center for use by the building residents. Mr. Schwartz also described the shared loading areas, the 7,758 sq. ft. ground floor corner location for the branch library, and a planned 2,500 sq. ft non-profit office space. Additionally, Mr. Schwartz reported that the planned building included 4,100-sq. ft. of retail space on the street level to promote pedestrian activity in the new neighborhood. Mr. Schwartz also reported on the visibility of the branch library as a central civic presence in the new neighborhood. The Senior Development Specialist further reported on the background of how Mercy Housing was chosen as the developer and manager of the proposed senior housing development. Mr. Schwartz then discussed aspects of the financial package which was put together to make this project possible, noting that the library would own the branch library portion of the condominium, and discussed how some of the proposed terms and agreements involved in the project were developed.

The City Librarian reported that library staff had been very actively involved in this project for nearly a year, noted the $3.6 million purchase price for the branch library, and outlined various aspects of the proposed outline of terms with the Redevelopment Agency that warranted Commission consideration. The City Librarian provided a detailed discussion of the unique aspects of this joint project with Redevelopment and clarified details of costs involved. Ms. Hildreth described the library's condominium ownership of the branch library space, how joint tenancy maintenance costs were being negotiated, and the advantageous aspects of having library staff working with the developer to create an 7,758 sq. ft. branch library at this site within the amount available through the bond. It was noted that the Redevelopment Agency had asked the Library to include in the agreement: a commitment to operate the branch library for a specified number of hours and days; that Redevelopment would like the agreement to specify weekend and evening hours; and that the Redevelopment Agency wished to have 1st right of reversion should the Library not continue to operate a branch library at that location. Ms. Hildreth concluded with a request that the Commissioner's authorize library staff to continue to negotiate remaining details of an agreement with the Redevelopment Agency and bring back final terms for the Library Commission's review and recommendation to the Board of Supervisors for approval.

PUBLIC COMMENT ON AGENDA ITEM #2 MISSION BAY BRANCH LIBRARY

An anonymous member of the public commented that this proposal seemed to be a minor element in Catellus overall plan and that while library staff had been working on this proposal for some time behind the scenes this was the first and likely only time that the Commission would discuss it in public. This individual suggested that there were a number of issues to be clarified such as what was meant by senior housing and affordable housing. This individual noted that this agreement looks like a purchase but reads like a lease. Mr. Peter Warfield noted that these terms amounted to a blank check for library staff to conclude an agreement without input by the public or the Commission. Mr. Warfield also observed that this proposal provided for no funds to operate this new branch library. He further suggested that as yet there were very few residents in the area that the new library would serve, and that this entire proposal raised questions about making a significant commitment of library resources without addressing the issue of equity with the other branch libraries in the system. Mr. Warfield commented that this allocation of resources did not address the system wide support services center previously mentioned as possibly being located in this area.

COMMISSION COMMENT ON AGENDA ITEM #2 MISSION BAY BRANCH LIBRARY

Vice President Steiman noted that there were a significant number of residents in the South of Market neighborhood and that there was a more than sufficient population to warrant having a new branch library. In response to a question by Vice President Steiman, the City Librarian reported that change orders for various branch library projects would be reported to the Commission. She additionally clarified that the Library was only to receive the land at no cost and that the Library would have to pay for the shell and all tenant improvements. Vice President Steiman next discussed concerns with the reversion language included in the outline of terms noting that it was unwise not to anticipate a day when financial circumstances would require that the Library either not continue to operate its branches in the same way or that they be used in other ways to support the library system. In response to a question by Commissioner Bautista, the City Librarian reported that it was possible that Prop. 14, (State Library Construction and Improvement Bond) funds could be used on this

number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public

project. In response to Commissioner Bautista's questions regarding building design issues for this project, Bond Program Manager Marilyn Thompson discussed the review process she envisioned for the library related aspects of the project's designer HKIT's proposed schematic design for this project. Ms. Thompson noted that library staff had commented on the preliminary schematics submitted to the Redevelopment Agency by Mercy Housing's designers and that the unique nature of the shared ownership of this site could produce a design review process on this project unlike that which would be used with most of the other new and renovated branch libraries.

In response to a question by President Higueras, Deputy City Attorney Donnell Choy clarified that the final terms of any agreement between the Library and the Redevelopment Agency on the development of the Mission Bay Branch Library would be brought to the Library Commission and the Redevelopment Commission for review and recommendation for approval to the Board of Supervisors. Ms. Hildreth commented that the Commission would have a very active role in overseeing the design process for these branch libraries. In answer to a question concerning the Redevelopment Agency's timeline for development of this segment of the Mission Bay Project, Ms. Netches outlined the status of the various housing projects currently underway in the project area and the expected schedule of build out of these surrounding projects. Ms. Netches noted that this particular project would be both a senior and an affordable housing project. She commented that the library will serve not only the Mission Bay neighborhood but the South of Market neighborhoods as well. She then outlined various ongoing and proposed transit projects and park development that will build an important new community. Commissioner Bautista suggested that some of the affordable housing units might be made available to low income librarians.

In response to questions by Commissioner Streets, the City Librarian discussed the Library's ongoing responsibilities for paying shared maintenance costs incurred by this condominium project as a part of its annual budget. In response to further questions by Commissioner Streets, Mr. Schwartz further clarified how these charges would be set and described the oversight processes which would be in place to monitor the activities of the Mercy Housing Board which would manage this project. In addition, Ms. Hildreth discussed issues involved in adding the operations of a 27th branch library within the requirements of Prop. E (Library Preservation Fund) and how this might be accomplished. Ms Hildreth also discussed how she proposed that the Commission review change orders for this project and other proposed projects. President Higueras discussed in some detail how change orders had been addressed in the past such as with the Ocean View Branch Library and noted that a similar process might be considered. Vice President Steiman noted that she wished to see modifications in the proposed terms in both items #2 and #6. In response to a question by Commissioner Swig, the City Librarian noted that if the Commission approved the proposed terms, it would authorize library staff to continue to negotiate an agreement which would then have to be reviewed and approved and recommended to the Board of Supervisors by both the Library and the Redevelopment Agency Commissions.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the Commission authorize the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined for the acquisition and development of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.

Commissioner Steiman requested amendment of this motion to include the Commission's expressed reservations concerning items #2 and #6 in the proposed outline of terms.

AMENDED MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the City Librarian is authorized, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined subject to revisions in items two and six for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.

ACTION: 6-0 Aye (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth brought the Commissioners up to date on recent branch library improvements projects noting that the Bayview Branch would re-open as an all PC branch on October 5, 2001. Ms. Hildreth also reported that the Visitacion Valley Branch Library would be closed on October 10th and reopen on December 12th to allow for a major electrical upgrade which would allow installation of PCs.

Ms. Hildreth next discussed the recent developments in the Glen Park Branch Library site selection process. The City Librarian discussed a meeting to be held at the Glen Park Recreation Center to allow additional neighborhood comments on the sight selection process, noting that the owners of the "Kelly" site had indicated that they were unwilling to sell the property. The City Librarian then discussed aspects of the remaining proposed sites, the Diamond Super site, and a site located adjacent to the Glen Park BART Station.

The City Librarian then discussed a recently adopted Board of Supervisor's Resolution authored by Supervisor Mark Leno prohibiting filtering of all public access computers in the library except those in the Main Library Children's Center and those dedicated to children's use in branch libraries. Ms. Hildreth described in some detail the discussion including Supervisor Tony Hall's concerns with protecting children from inappropriate access to certain materials found on the Internet which were discussed at a September 20th Meeting of the Board's Rules Committee which addressed the resolution. The City Librarian suggested that the Commission discuss the issues involved at its November 2001 Meeting.

Ms. Hildreth concluded her report with a matter which had come to her attention to late to be included on the agenda, the announcement that nominations for San Francisco's next Poet Laureate where being taken and that application forms for that position were available at the rear of the auditorium.

Public comment on Agenda Item #3 CITY LIBRARIAN'S REPORT:

An anonymous member of the public noted that the proper name for the Bayview Branch Library was the Bayview- Anna May Wadden Branch and commented that the owner's refusal to sell the "Kelly" site favored by the community as the new location for the Glen Park Branch Library should not justify its elimination from consideration. The anonymous member of the public expressed a belief that acquisition of this site for the branch library was not impossible. In addition concerning the discussion of Internet filtering legislation, this individual commented on the importance of defending Intellectual Freedom by offering unfiltered access. Peter Warfield commented on issues raised during the discussions of various sites for branch libraries, noting that there had been a strong preference expressed for free standing libraries rather than those located in shared structures. Mr. Warfield observed that shared facilities inherently involved more problems and expressed the hope that ways could be found to reconsider the availability of the (Kelly) site. In relation to the discussion of Internet filtering legislation, Mr. Warfield commented favorably on the strong preference for unfiltered access by the Library Commission, the City Librarian, and the Supervisors but expressed concerns as to how the library might address issues created by the segregation by age of access to information available on its computers.

COMMISSION COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

Vice President Steiman noted that it was very clear that Mr. Kelly was unwilling to sell this site under any circumstances. She further hoped that the discussions at the Glen Park neighborhood meeting would focus on the remaining alternatives pointing out that there were not too many alternative choices in the center of the Glen Park neighborhood.

President Higueras noted that, while the Library had not experienced problems with inappropriate access to the Internet by younger patrons nor initiated discussion of a response to mandates for Internet filtering, the Commission would have to address the issues raised in the Supervisor's legislation. The City Librarian informed the Commissioners that a study concerning inappropriate access to questionable Internet sites by users of the computers in the Main Library Children's Center had shown that only .6% of sites visited could be deemed inappropriate. Ms. Hildreth additionally observed that a review of these sites revealed that many were sites that had names similar to popular educational sites that could easily have been accessed by mistake.

AGENDA ITEM #4 MAIN LIBRARY POE REPORT

The City Librarian introduced Library Building and Grounds Superintendent Matt Smyth and Mr. Phil Sowers of the Bureau of Architecture, Department of Public Works who brought the Commissioners up to date on the efforts to respond to the Commission's concerns with proposed POE related renovations to the Grove Street entry area and to damaged table surfaces in various parts of the Main Library. Mr. Sowers provided an extensive overview with views of a proposed redesign of the Grove Street entry area that responded to Commissioner's concerns about the availability of seating for seniors and disabled patrons. Mr. Sowers discussed the display case which would replace the existing stone bench with a lighted display area with adjustable shelving which would allow for display of library related materials. Mr. Sowers noted that these revised proposals had been developed in consultation with the DPW's ADA (Americans With Disabilities Act) staff.

Mr. Sowers then showed the Commissioners samples of various kinds of surface materials that might be used to repair the extensive damage that was occurring to the wood veneer surfaces of the smaller patron worktables throughout the Main Library. He noted that, while the wood like replacement veneer retained a look similar to the existing surfaces, a Corean replacement, while slightly more expensive, was far more durable. Mr. Sowers showed the Commissioners a Corean table surface in a green shade that matched the color used on the tops of the service desks in areas near the worktables. Mr. Smyth noted that staff favored the Corean replacement surface as both more durable and having a greater flexibility to repair if damage did occur.

The City Librarian then brought the Commissioners up to date on the status of two POE related items which had been placed on reserve, noting that the Human Rights Commission have waived the MBE/WBE (Minority and Women owned Business Enterprises) requirements for the library signage RFP (Request for Proposals). Ms. Hildreth also reported that a request for release of funds for the radio repeater system was being forwarded to the Board of Supervisors after additional background information had been provided by the DTIS (Department of Technology and Information Services).

PUBLIC COMMENT ON AGENDA ITEM #4 MAIN LIBRARY POE REPORT

An anonymous member of the public was glad to see an improved proposal for the Grove Street entrance and noted that it was important to have gathered input from the disabled in revising the design. This person additionally observed that while everyone favored low maintenance that the proposed replacement table surfaces resembled 1956 linoleum and was both forbidding and industrial, with little warmth.

COMMISSION COMMENT ON AGENDA ITEM #4 MAIN LIBRARY POE REPORT

Vice President Steiman commented that the redesign of the Grove Street entrance was much improved. She then expressed reservations concerning the proposed table surface replacement materials that while noting that the laminate might cost less and that the Corean was better in the long term, she expressed a preference for a less industrial looking finish. President Higueras observed that it was very important to consider the long-term maintenance issues involved when making these choices. Commissioner Bautista liked the redesign of the Grove Street entrance but expressed concern that special efforts be made to keep it free of wind blown trash. She suggested that she did not favor any

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particular color for the replacement surfaces but that that it would be most important to choose a color that would blend in with the other surfaces in the library. Commissioner Coulter, while noting that he was not an interior designer, found the Grove Street entrance proposal relatively acceptable assuming that the display case could be kept up. However, Commissioner Coulter expressed grave reservations with what he perceived to be a serious risk that the design of the Main Library would be degraded by creating new looks to solve relatively small problems that in sum added up to significant changes in the appearance of the building. Commissioner Coulter suggested that the building's designers be consulted concerning the proposed changes so that anything that was done would add to rather than diminish the integrity of the building's overall design. President Higueras while conceding that some changes were inevitable expressed concern with creating a patchwork effect through many small changes and expressed a preference that long-term planning take these issues into consideration. There ensued an extensive discussion among the Commissioners concerning the scope of the problem with the damaged tables and what could be done to address these concerns with the overall impact of making changes. Mr. Smyth reported that repairs to these surfaces were becoming necessary every three to six months and that the problem was most evident on the perimeter tables on the 4th floor. After further discussion it was a consensus of the Commissioners that staff allow the tables to go un-repaired for the next three months and that during that time the Commissioners would visit the areas where damage was occurring and consider alternative repair options. Mr. Sowers noted that the estimated prices for the various repair options included in the construction bid or as an alternate item could be held for this period of time. Commissioner Bautista pointed out that this issue was a system wide problem, not just confined to the Main Library.

President Higueras called for a brief recess at 6:20PM
The Commission returned to session at 6:38PM

AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Library Branch Improvement Bond Program Manager Marilyn Thompson gave a very detailed report on the status of recent branch library bond related activities. Ms. Thompson noted that the 1st Quarterly report based on DPW budget figures reported to the CIAC (Capital Improvements Advisory Committee) would be released during this month. Ms. Thompson reminded the Commissioners that these figures were budgets only and that as the bond program moved forward revisions would be reviewed by the Commission's Branch Bond Ad Hoc Committee and by the public. The Branch Bond Project Manager then called attention to the Ad Hoc Committee which the Commission had created to oversee bond related activities and noted a schedule of meetings would be made available. Ms. Thompson then discussed aspects of the next phase in the development of a turnkey library developed within the projected budget for the Mission Bay Branch Library given the Commission's preliminary approval of the outline of terms for development of this branch. Ms. Thompson reported that a design team was being put together comprised of library staff, staff from the Redevelopment Agency, the Department of Real Estate, experts in tenant improvements from the Bureau of Architecture, Department of Public Works, and that a library design planner would be added to the team. The Branch Bond Program Manager next discussed the initial stages of work on the Richmond Branch Library noting that a design team had been put together to prepare the application to the state for Prop. 14 (State Library Bond) funds and the Library Consultant Dallas Shaffer was conducting preliminary interviews of the library staff and members of the community to develop a building program for presentation to the state in the first round of applications in June of 2002. Ms. Thompson further reported that a series of design review meetings addressing CEQA (California Environmental Quality Act) requirements and other review issues would be held in the coming weeks. The Branch Bond Program Manager then informed the Commissioners concerning ongoing discussions about landmarking issues with President Tim Kelly of the Landmarks Preservation Advisory Board. Ms. Thompson next described discussions with staff at the Department of Recreation and Park and City Planning, concerning issues effecting those branch libraries in the program located in Recreation and Park properties. Next, Ms. Thompson discussed the architectural design charrette being held by the Friends and Foundation of the San Francisco Public Library. Finally Ms. Thompson called attention to a Glen Park neighborhood meeting to be held on October 4th at 7:30PM to discuss the various options available to the community in selecting a site for the new Glen Park Branch Library.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Mr. Peter Warfield expressed happiness at receiving regular reports on the bond program but decried the lack of a document outlining the planning process and in particular expressed interest in learning much more about this process. An anonymous member of the public mentioned looking forward to a written report on these matters, and noted the Commission's Ad Hoc Committee on the Branch Library Bond program had not yet met. The anonymous member of the public expressed concern that the Library Foundation would hold a planning session concerning branch libraries prior to the Commission's Committee having ever met suggesting that this sends a message that detailed focused planning done by and paid for by the Foundation is more important than public planning.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

President Higueras pointed out that the Library Commission would take a very strong role of planning oversight over the Branch Library Bond Program unlike any other Commission's process. He noted that this public process will benefit all parties concerned with President Higueras noted that the Friends and Foundation Charrette was a promotional event which could provide lessons which might be useful to the architects who are chosen by the Commission to design the branch library buildings. He noted that there should be no confusion between what the Foundation does in their efforts to raise money for FF&E (furniture, fixtures, and equipment) and the Commission's charge to oversee construction of these buildings.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

Ms. Sue Cauthen, Council of Neighborhood Libraries briefly described the history, structure, and work of the Council in support of branch libraries and reported that the Council had been recently reorganized and had adopted a revised Mission Statement, (copy attached). Ms. Chris Ortiz described the ongoing efforts of the members of the Council, with the assistance of a facilitator, to improve its activities. Ms. Ortiz called attention to the fact that there was a need to add additional members to the Council as some branch libraries currently were unrepresented. Ms. Ortiz then noted that members of the Council had met with Commissioners Steiman, Coulter, and Bautista and looked forward to working with the other Library Commission members.

PUBLIC COMMENT ON AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

None offered

COMMISSION COMMENT ON AGENDA ITEM #6 COUNCIL OF NEIGHBORHOOD LIBRARIES REPORT

Vice President Steiman expressed her appreciation for the work of the Council of Neighborhood Libraries. President Higueras commented that he looked forward to the Council's input on the development of the Branch Library Bond Program. Commissioner Bautista called attention to the excellent work done by Library Chief of Branches, Donna Corbeil and her staff and noted that the Council was a great group that contributes to the ongoing development of our branch libraries.

AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

The Commission Secretary provided the Commissioners with an overview of the proposed meeting schedule for 2002 and recommended that the Commissioners approve it. The Secretary in particular pointed out the two months, January and November, were the New Year Holiday and Election Day warranted changing the meeting day from the first Tuesday of the month to another day. The Commission Secretary also reported to the Commissioners that he had reserved the Koret Auditorium on the third Tuesday and Thursday of each month for use by the Commission as alternative meeting dates should they be needed.

Public comment on AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

Mr. Peter Warfield suggested that the Commission adopt meeting dates for the Ad Hoc Branch Bond Committee. He further commented that it was his preference that the beginning time for regular Commission meeting is returned to 5:00PM, a time he found more convenient for both library staff and members of the public to attend Commission meetings. An anonymous member of the public found that returning to the 5:30PM-start time for Commission meetings was more convenient for a number of people.

Commission comment on AGENDA ITEM #7 COMMISSION MEETING SCHEDULE 2002

Vice President Steiman questioned the choice of the 2nd Tuesday of January as the first meeting date in 2002 as that date did not work for her. Several Commissioners suggested that instead that the meeting be held on the 1st Wednesday in January (January 2, 2002). The Secretary suggested that should the Koret be available that the meeting could be held on the First Wednesday. It was the sense of the Commission to keep the 4PM start time.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the proposed schedule with the proviso that should the Koret be available that the first meeting in 2002 will be held on the first Wednesday (January 2, 2002) instead of the second Tuesday (January 8, 2002) as was proposed.

ACTION: Aye 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

Agenda item # 8 FRIENDS AND FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library gave the Commissioners a report on its very successful annual big book sale. Ms. Adam reported that the fundraising event raised the most ever more that $160,000 from this year's sale. Ms. Adam then provided the commissioners with an overview of the Friends and Foundation's branch library design charrette being held on October 5,6, and 7, 2001. Ms. Adam outlined the schedule of activities and described the extensive outreach that had been done to invite participation this interesting event. She concluded her report with a discussion of this year's lecture series.

Public comment on Agenda item # 8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public expressed great interest in the charrette and gave a description of two dictionary definitions of the term wondering at the appropriateness of using this term given this person's understanding of the meaning of the term. This individual stated that it was this person's understanding that this was by invitation only and would not be a public event. This person reported that the Commission Secretary had informed this individual that this event was not deemed a passive meeting body. The anonymous member of the public continued that in their view that if Library Commissioners participated in this event their participation would violate the Ad Seriatim (meeting) provisions of the San Francisco Sunshine Ordinance. This person noted the purpose of the Sunshine Ordinance was to open such meetings to public view and that Commissioners should be aware of its requirements. Mr. Peter Warfield expressed confusion as to what was the purpose or purposes of this meeting. Mr. Warfield noted that he had not received an invitation nor to his knowledge had any on the Library Commission's regular mailing list received an invitation to the charrette. Mr. Warfield commented that no specifics had been presented regarding what exactly would be involved in these programs. He further commented that it appeared that many interested people had not been informed about or invited to the event. Mr. Warfield noted that he had not found any invitation to the event to a Library Commissioner or anyone else when he inspected the Library Commission's (3-30 day) Public Information File in the Commission Office. He noted that there was no record of Commissioners having been invited in the Public Information File.

Commission comment on Agenda item # 8 FRIENDS AND FOUNDATION REPORT

In response to questions by President Higueras, the City Librarian reported that all events held in the library during the Main Library's open hours were open to the public. Ms. Adam discussed in some detail the extensive outreach efforts which the Friends and Foundation had made in sending out both mail and email invitations to the charrette. President Higueras clarified that it was his understanding that this was not a formal planning event but was instead a kick off event for the Friends and Foundation's capital campaign to raise money for FF&E (furniture, fixtures, and equipment) for the branch libraries. He further noted that this important event could create excitement and interest in the bond program. Ms. Adam confirmed that this was specifically not conceived of as a specific planning event but was merely a way of generating ideas that could be useful to the library in the course of the bond program. In response to a question by Vice President Steiman, Ms. Adam and President Higueras, a professional architect, offered definitions of the term charrette as it is used as a term of art in architecture. In response to a question by President Higueras, Deputy City Attorney Adine Varah reported that attendance by a quorum of the Commission or of a Committee could raise an issue concerning the Ad Seriatim provisions of the law and offered to discuss the specific questions regarding this matter with Commissioners. Commissioner Bautista questioned the circumstances of Mr. Warfield's inquiry whether invitations had been sent to the Commissioners and was informed that the invitations to this event were sent to the Commissioners through the Friends and Foundation rather than through the Commission Office.

Agenda Item #9 LIBRARY LABOR UNION REPORT

No report was made. City Librarian Susan Hildreth expressed her appreciation for the support that the Librarian's Guild provided at the Board of Supervisors in addressing the Internet filtering issue.

Agenda item #10 NEW BUSINESS

Commissioner Bautista requested that staff provide the Commission with the status report on library security plans and information on emergency response preparation.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public expressed appreciation for the efforts being made to record the entire meeting. This individual additionally suggested that the Commissioners not sell the Main Library short and let the building run down, that the building exists to serve the public at the highest level. The anonymous member of the public then discussed Commissioner Coulter's tenure on the Library Commission and changes in Commission traditions that had occurred and this person's thoughts about them. Mr. Peter Warfield noted that there were many libraries that had experienced damage and that perhaps a better option might be to choose solid wood furniture that could be more easily repaired. Mr. Warfield expressed surprise that routine usage could result in such damage. Mr. Warfield noted that the Board of Supervisors had allocated $30,000 for this purpose, an amount that far exceeded the book budget of many branch libraries and noted that this money might be better used for other purposes. Mr. Warfield explained that he had exercised his rights under the Sunshine law to view materials available in the Public Information File.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter that the meeting be adjourned In Memoriam of former Library Commission President John Bransten.

Commissioner Coulter recalled former Commissioner Bransten fondly and noted that he had been dedicated in his support for the Library.

Public comment on Agenda item #12 ADJOURNMENT

An anonymous member of the public observed that this individual had not known the former Commissioner, but was aware that his brother had served on the Commission. The anonymous member of the public then commented on a discussion that had occurred under the adjournment item at the previous Commission meeting concerning access to Commission information.

President Higueras observed while the members of the Commission serve the public they do retain their right to personal privacy and suggested individuals seeking to contact the Commission respect these rights and follow the normal procedures for communicating with the Commission.

ACTION: AYE 6-0 (Bautista, Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was adjourned at 7:35PM.

Michael Housh, Commission Secretary 10/12/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of October 2, 2001

Appendix A

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Comments on Minutes of 10-2 by Peter Warfield

Comments on 9/4 Minutes. (Agenda Item #1)

The 9/4 Minutes repeatedly fail to reflect the assault on books that the Branch Library Facilities planning discussion suggests. For example, Dallas Shaffer gave as an example, the Multnomah library system, saying reduced their book collection by one third in all their branches, "so less became more." She went on to say a library could provide "better service if you have smaller book collections." Also omitted was David Binder's survey findings that people volunteered that they want more books as a high priority.

(Agenda Item #3)

With regard to the City Librarian's Report, I said I am glad to hear our library is considering a new catalog – because the current one has so many problems. I also suggested library users be involved in all aspects of planning (not, as stated in Minutes that the "interests of library users should be given full consideration").

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 1:
Approval of the September 4, 2001 Minutes

"My standard objection that the entire meeting is not recorded is particularly meaningful because entire agenda items were not recorded.

Also, I checked to see that the citizen summaries are not on the website and the commission minutes are difficult to find. The Library Commission is now an 'affiliate' of the library below the Friends and Foundation and above the Tool Lending Center.

There are several misnumbered items which makes the minutes difficult to follow, including public comment on item 5, item 8 appears twice, and public comment on adjournment is called new business.

The discussion of the minutes that were not corrected (June 28) are now corrected, but the point being made was that the comments should have been reported so that the minutes could be self-correcting by a attentive reader. That comment was ignored on August 7, as well as here."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 2:
Mission Bay Branch – Outline of Terms

"I wish I felt more competent to comment on these matters. The materials in front of us are dated yesterday.

I cannot overcome the subjective impression that we are a bug on Catellus' windshield. The Library Commission is looking at this first time and I suspect that you are looking at it for the last time. I wish the administration had been working on this in front of the scenes, instead of behind the scenes. A number of things should be considered more closely, including the terms affordable housing and senior housing.

There are questions about the fact that this looks like a purchase, but amounts to a lease. I wish I had the time or expertise to comment more fully."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 3:
City Librarian's Report

"When Ms. Hildreth refers to the Bayview Branch she is actually referring to the Bayview – Anna Waden Branch. The terms of the acceptance of the gift from Ms. Waden was that the branch would be named for her and I believe that we should honor the terms of gifts.

The flyer that was distributed for the neighborhood discussion eliminated the Kelly site. Whether the owner is willing to sell in the present context or some future context disregards the fact that a number of people at the Library Commission's hearing expressed a preference for that site. Preempting the feelings of the community is premature. Things that were thought to be impossible have happened before, as we all know.

Internet filtering is a complex issue, but the overriding importance is the intellectual freedom issue. We do want to come down on the side of non-filtered access."

Minutes of the Regular Commission Meeting of October 2, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 4:
Main Library Post Occupancy Evaluation (POE) Report

"I remember that the last time this issue came up, what is now referred to as 'stools' were in fact granite posts. This is an improved proposal which benefitted from the public comment at the time and consultation with the disabled community.

With respect to the tabletops, I am generally in favor of low maintenance. However, I remember that we were told that without the Foundation we would have linoleum floors. This tabletop from a distance looks pleasing. From up close it looks like the proverbial kitchen floor from the 1950's. I looks like a forbidding industrial surface and I wonder what impact this will have on what little warmth and humanity this building gives us."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 5:
Branch Library Bond Program Report

"We who cannot eat or drink salute you. I meant to say that earlier and forgot.

I note that it has been more than a month since you created a bond committee that has not meet. The fact that the Library Foundation is holding a planning institute this weekend sends a message that the Foundation wants to send. The message is that planning takes place in meeting paid for by the Foundation, with consultants paid for by the Foundation, the participants invited by the Foundation and eating lunches provided by the Foundation. The message is about the relative importance of private and public planning."

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 7:
Commission Meetings Schedule

"The agenda item does refer to approving a time and date.

The prior time of this meeting was 5:30 p.m. which was more convenient for me and I think a number of other people. The purpose of the change was get the commission out at a decent hour, but that purpose has not been fulfilled. The goals of the commission would be served more appropriately by going back to the 5:30 start."

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 8:
Friends and Foundation Report

"I am interested in this 'charrette' and upon looking it up in the dictionary, I find that this term means either a 'wheeled vehicle' or 'the hasty completion of designs or other work deliverable at a specified time.' I wonder at the poetic appropriateness of the name, whether it is due to the illiteracy of the planners or their style of planning.

I understand it is not a public event and by invitation only. I inquired of your secretary if it qualified as a 'passive meeting' and he told me it did not.

Under the seriatim provisions of public meeting laws, a quorum of this body or its committee cannot go and discuss library business. The purposes of the sunshine laws are to open up these meetings, because the law and democracy abhors secrecy."

Minutes of the Regular Commission Meeting of October 2, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 2, 2001

Item 11:
Public Comment

"Thank you very much for your decision to record the entire meeting.

Don't sell the building short. Don't do what we did with the other building which was a forty year campaign to denigrate the building to prove we needed to be replaced with another building.

Commissioner Coulter's tenure is now half of mine, if you include the gap in his service. When he started the Commission, like every major body from the Board of Supervisors on down, began with the Pledge of Allegiance. That tradition died at the first meeting Mr. Coulter chaired. At that time I was more concerned that he did not consult with anyone than the discontinuance itself."

Commission Resolution 2073 – October 2, 2001

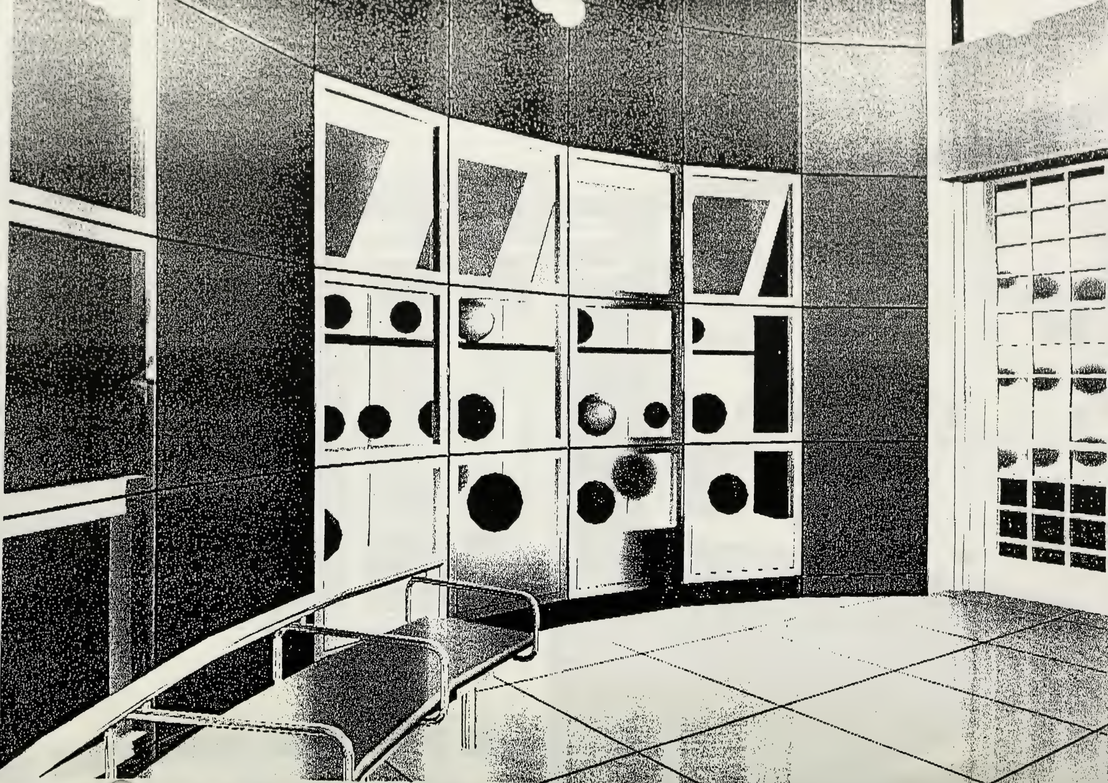
Commission Resolution 2073 – October 2, 2001 as amended

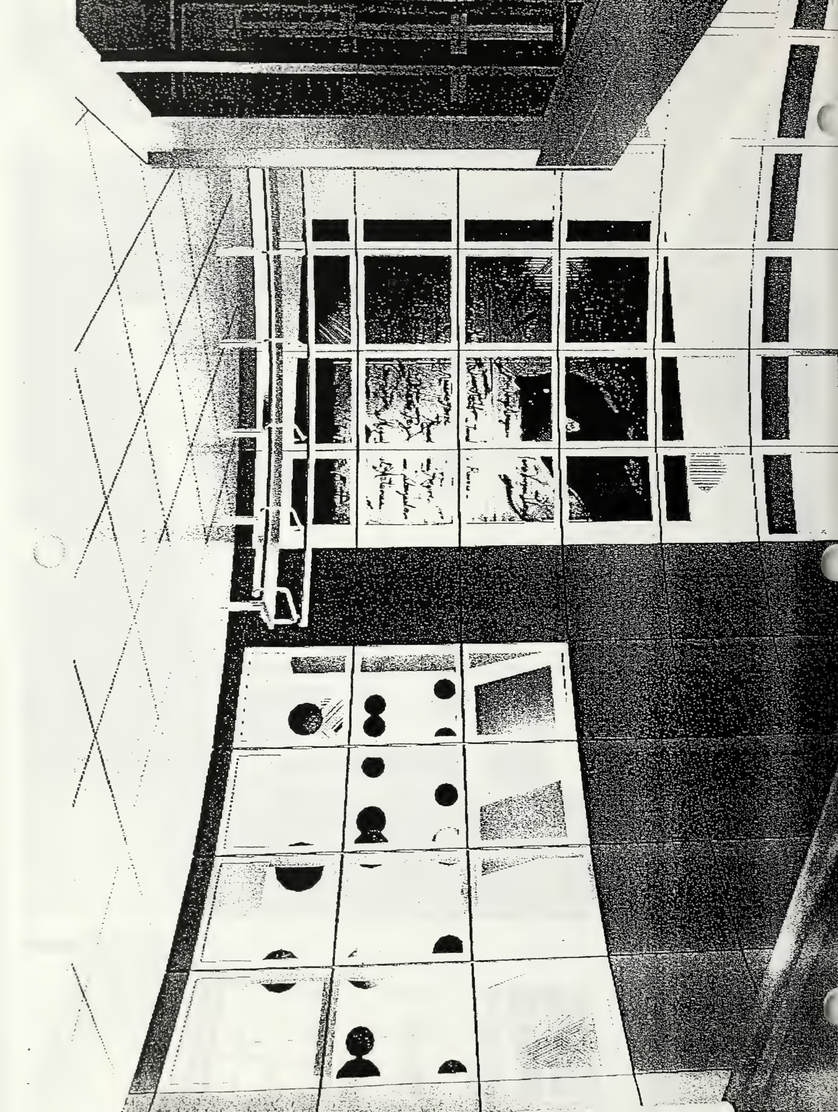
[Mission Bay Branch Library Outline of Terms]
AUTHORIZING THE SAN FRANCISCO CITY LIBRARIAN IN CONSULTATION WITH THE CITY ATTORNEY TO ENTER INTO AN AGREEMENT WITH THE SAN FRANCISCO REDEVELOPMENT AGENCY TO DEFINE THE TERMS AND CONDITIONS BY WHICH THE MISSION BAY BRANCH LIBRARY IS TO BE DEVELOPED.

WHEREAS, The San Francisco Public Library and the San Francisco Redevelopment Agency have come to preliminary agreement concerning the terms and conditions by which the Mission Branch Library will be developed, and

WHEREAS, These terms and conditions are set forth in a Mission Bay North Branch Library Term Sheet Outline which describes responsibilities, rights, and obligations which both parties assume to undertake in conjunction with the development of the Mission Bay Branch Library, now therefore be it

RESOLVED, That the City Librarian is authorized, in consultation with the City Attorney's Office and the Director of Property, to negotiate an agreement with the San Francisco Redevelopment Agency consistent with the terms outlined subject to revisions in items two and six for the development and acquisition of a Mission Bay Branch Library facility in a mixed-use condominium senior housing project to be developed on Parcel N3a-1, which fronts on 4th Street between Berry Street and Mission Creek Channel in Mission Bay.





COUNCIL OF NEIGHBORHOOD LIBRARIES
Mission Statement
~~June 28, 2001~~
Aug. 30, 2001

Committee Members: Sue Cauthen, Deborah Doyle, Chris Ortiz

Adopted ~~June 28, 2001~~ Aug. 30, 2001 at the monthly meeting of the Council of Neighborhood Libraries

In order to create a public library system that best meets the needs of San Franciscans, the CNL promotes dialogue among and between Branch Libraries, San Francisco neighborhoods and library and city decision-makers by:

- Promoting public awareness about the library system and its services
- Identifying and championing branch needs and working to resolve issues
- Acting as a conduit for neighborhood input

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE

First Tuesday of the Month, 4:00 PM

February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, and December 3, 2002.

First Wednesday of the Month, 4:00 PM

January 2*, 2002
November 6**, 2002.

* As the January 1st New Year's Day Holiday falls on the first Tuesday of 2002, the regular Commission meeting will be held on the 1st Wednesday.

**The meeting in November will be held on the 1st Wednesday due to Municipal Election Day being held on the 1st Tuesday.

M.Housh, Commission Secretary
9/17/01

OBITUARIES

John Bransten, businessman, art collector

By Reynolds Holding
Chronicle Staff Writer

John Manfred Bransten, a lifelong San Franciscan who led the MJB coffee company in the early 1980s and earned prominence as a collector of contemporary Chinese art, died Saturday of cancer. He was 72.

Known for his energetic business style and intellectual curiosity, Mr. Bransten played a notable role on the boards and committees of several Bay Area cultural institutions. He served as president of the Berkeley Art Museum from 1990 to 1993 and of the San Francisco Public Library Commission from 1962 to 1964, and he was a trustee of the San Francisco Museum of Modern Art from 1967 to 1970.

Mr. Bransten was born in San Francisco to the family that founded the MJB Co. in 1881. He attended Lowell High School and in 1991 graduated from Dartmouth College. After earning his master of business administration from Stanford Business School in 1953, he served as a U.S. Army second lieutenant in Japan until his honorable discharge in 1955.

Mr. Bransten began at the MJB Co. in the marketing and sales division. He became chairman in 1980 and held that position until Nestle Holdings Inc. bought the company six years later.

While remaining an active businessman with the investment firm Bransten Management, Mr. Bransten developed a strong interest in Irish poetry and Chinese

In the mid-1980s, he attended the W.B. Yeats summer school in Sligo, Ireland, and became fascinated with the country, collecting first-edition books by Irish poets and buying a home in West Cork. In San Francisco, he became a director of the American Ireland Fund.

Intrigued by what his friends and family call "adventuresome" art, Mr. Bransten acquired one of the nation's finest collections of contemporary Chinese pieces. He also owned many examples of conceptual art, a style that emphasizes ideas over visual images.

Mr. Bransten remained close to his former wife, San Francisco art collector Rena Bransten, and was an active member of the Bohemian Club.

He is survived by Ms. Bransten and their three children — Peter, Patricia and David Bransten — and by two grandchildren, Rena and Sam Gallagher.

Services will be held at 4 p.m. Wednesday at Temple Emanu-El, 2 Lake St., San Francisco. A reception will follow at a location to be announced at the service.

DOCUMENTS DEPT.
OCT - 4 2001
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Wednesday, October 10, 2001

TIME: 4:00 PM

PLACE: Latino Hispanic Room L58B, lower level
Main Library, Civic Center

AGENDA:

1. **CHARGE FOR THE WORK OF THE AD HOC BRANCH BOND COMMITTEE** — ACTION
Discussion of and possible action to approve a proposed charge setting out the scope of responsibilities, authority, and work for the Committee.

2. **BASELINE BOND BUDGET/SCHEDULE** — ACTION
Discussion of and possible action to revise the proposed budget and schedule of the bond program to reflect changes that have occurred since the original bond program budget and schedule were approved.

3. **ADVISORY COMMITTEES** — DISCUSSION
Discussion of the possible creation of staff and/or citizen advisory committee(s) by the City Librarian to advise the Library concerning activities related to the Branch Library Bond Program.

4. **BOND PROGRAM MANAGER'S REPORT** — DISCUSSION
(This is a discussion item is to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of a report concerning proposed projects reporting, a status report on active projects, an update on the ongoing discussions with Landmarks Preservation Advisory Committee, and a recap of the Friends and Foundation design charrette dealing with neighborhood branch libraries.

5. BRANCH LIBRARY SITE SELECTION UPDATE DISCUSSION
Discussion of possible sites for proposed new branch libraries, including the Glen Park Branch Library.

6. PUBLIC COMMENT DISCUSSION
(This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda for the committee's consideration.)

7. ADJOURNMENT (motion and public comment required) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

10/4/01 - M. Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

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There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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Michael Housh, Commission Secretary
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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Wednesday, October 10, 2001.
The San Francisco Public Library Commission held a special meeting on Wednesday, October 10, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras.
The following members were noted present: Commissioners Bautista, Chin, Coulter, Higueras, and Streets.

Commissioner Swig was noted excused attendance.

Commissioner Steiman joined the meeting at 4:10PM.

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harles A. Higueras, A.I.A.
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arol Steiman
ce President

elen Marte Bautista
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A. Streets
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AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

The City Librarian provided the Commissioners with an overview of branch library bond related matters since the Library Commission created the Ad Hoc Committee on the Branch Library Bond Program in September. The City Librarian suggested that it would be necessary for the Commissioners to approve a clear charge and scope of responsibility for this committee authorizing its work as a venue for review and analysis of branch library bond related issues in detail prior to the Committee beginning its work. The City Librarian clarified that it was the view of the City Attorney that the Committee could only make recommendations for action to the full Library Commission, but not take action on its own. Ms. Hildreth suggested that the Commission may choose to address bond related issues at a second meeting of the Commission each month instead of using the committee to address these matters . The City Librarian then outlined the various topics outlined in the proposed committee charge. Ms. Hildreth further observed that as two members of the Committee constituted a quorum of the Ad Hoc Committee that as a general rule only one member of the Committee could attend community meetings related to bond matters in order to avoid potential conflicts with the requirements of law. Deputy City Attorney Adine Varah noted that the Ad Hoc Committee could only serve as a purely advisory body and that the Commission could not delegate authority to take action to the Committee.

Public comment on AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

An anonymous member of the public found encouragement in the discussion and review of the legal issues related to the Ad HocCcommittee raised by the City Librarian and the City Attorney. This individual expressed concern that to create an Ad Hoc Committee for this purpose stretched the Commission's Bylaws to their limits. This anonymous member of the public noted that despite limitations such a committee could help provide maximum

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exposure to the Commission's discussion of these matters. This person additionally observed that such committees were useful, allowing for more detailed discussion and public comment. Mr. Peter Warfield commented that creation of the committee was useful but that there should be a more extensive discussion of its charge. Mr. Warfield recommended that the Commission make a Bylaw change noting that this ad hoc committee had no concluding date. Mr. Warfield complained that he had not see the materials concerning the committee charge prior to the meeting. Mr. Warfield expressed concern that the committee seemed to focus on technical details of the bond program rather than addressing issues such as creating more space for books in branch libraries or on economy of branch library operations.

Commission comment on AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

Vice President Steiman expressed reservations about the usefulness of an ad hoc committee given the restrictions on such a committee limiting the ability of Commissioners to most effectively participate in the public process involved in the ongoing development of the bond program. President Higueras noted that he would have liked to attend the Glen Park neighborhood meeting concerning site selection for its new branch library but could not do so without violating the rules concerning attendance by a quorum of the bond committee or precluding participation by Commissioner Steiman. Commissioner Bautista noted that the committee had been intended to provide a research tool for the Commissioners but that quorum rule prevented the Commissioners most involved from participating in bond related public programs such as the recent Friends and Foundation architectural design charrette focused on models of branch library design. In response to questions by Commissioner Streets, Deputy City Attorney Adine Varah described in detail the restrictions and the very limited exceptions in California open meeting laws and the San Francisco Sunshine Ordinance governing attendance by a majority of members of policy bodies at gatherings where matters within the scope of their authority are addressed. Vice President Steiman, asked for further clarification of what constituted a "publicized meeting" under the Brown Act. Deputy City Attorney Adine Varah offered to research that issue and report to Commissioner Steiman. An extensive discussion among the Commissioners followed concerning the merits of holding a second monthly meeting of the Library Commission to address bond related matters instead of using the ad hoc committee for this purpose. It was a sense of the Commission that restrictions on participation by committee members in public meetings related to bond matters rendered the committee approach ineffective and that the Commission should abolish the Committee and plan to hold regular full commission meetings focused on bond related matters instead.

AGENDA ITEM #2 BASELINE BOND BUDGET/SCHEDULE REPORT

Ms. Marilyn Thompson, Branch Library Bond Program Manager brought the Commission up to date concerning the changes in the branch bond program baseline schedule and budget since these matters were initially discussion by the city's Capital Improvement

Advisory Committee (CIAC) in May 2000. Ms. Thompson discussed the changes and specific reductions made in the Library's original bond proposal at the recommendation of the CIAC while resulted in a final bond amount of $105,865,000 for these projects. Ms. Thompson noted the only significant changes in the proposed schedule at this point had been moving up the work on the Excelsior Branch Library because of the seriousness of its electrical infrastructure deficiencies and moving back the Bernal Heights Branch Library to allow more time for the relocation of an on-site childcare program. The Branch Bond Program Manager additionally noted that both of these schedule change costs were approximately $750,000 so that the changes balanced each other. Ms. Thompson also suggested that both the Portola and Ingleside Branch Libraries could be advanced in the schedule to the same time as the Glen Park branch Library to take advantage of opportunities to apply for Prop. 14 (State Library Construction and Improvement Bond) funds.

Ms. Thompson then presented and discussed in extensive detail a presentation outlining the proposed revised bond program budget identifying funds available through the Prop. A (Branch Library Improvement Bond) general obligation bond funds and other funds including Prop. 14 (State Library Construction and Improvement Bond) funding, as well as the other identified sources of funding to be used for branch library bond program projects. The Branch Library Bond Program Manager called attention to the amounts set aside for public art. Ms. Thompson reported that each segment of the budget included contingency costs; 15% for renovation projects and 10% for new construction, for each of the proposed branch library projects. Ms. Thompson described in detail her proposed financial plan outlining ways to manage the cost savings for the entire program so as to build a reserve to address other unanticipated program needs. Ms. Thompson reported how savings could be made in various aspects of the proposed program and budgeted to the reserve. Ms. Thompson then discussed details of funds allocated to several of the proposed branch library projects to get these programs underway.

PUBLIC COMMENT ON AGENDA ITEM #2 BASELINE BOND BUDGET/SCHEDULE REPORT

An anonymous member of the public expressed appreciation for the broad scope of the detailed report presented and observed that the experience of building the new Main Library had emphasized the importance of having such details available. This individual additionally commented that there were some concerns with the readability of the report, indicating the way the columns are presented was confusing. In addition, it was noted that there was no timeline presented to make sense of the proposed changes. Mr. Peter Warfield noted that he was concerned that the way that the various reports were presented in colors rendered them unreadable in black and white copies. Mr. Warfield in particularly commented that the way in which the breakdowns of hard and soft costs were represented was confusing and that page numbers were not included. Mr. Warfield also expressed a desire that clear references back to the original proposal should be shown so that the changes could be more clearly understood.

number of members of the public who spoke anonymously at this meeting. 1

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COMMISSION COMMENT ON AGENDA ITEM #2 BASELINE BOND BUDGET/SCHEDULE REPORT

Commissioner Coulter discussed his thoughts concerning how the bond program should address issues involved in the choosing and placement of public art that would be created in conjunction with the construction and renovation of the branch libraries. Commissioner Coulter noted that the President of the Library Commission was an ex officio member of the Arts Commission. Vice President Steiman called for more extensive Library Commission oversight and public comment on the works chosen as part of the bond program. Commissioner Bautista suggested community competitions to choose art for the neighborhood libraries. The City Librarian outlined the process whereby the 2% set aside for art enrichment would be managed in conjunction with the Arts Commission and the project architect chosen for each of these projects. There followed a general discussion among the Commissioners concerning various aspects of the proposed revised budget with President Higueras calling attention to the need to highlight the hard and soft costs so as to better track the various expenditures. In response to questions by Commissioner Streets, the City Librarian discussed how Prop. 14 (State Library Construction and Improvement Bond) funds and funds raised through the Friends and Foundation Capital Campaign for FF&E (furniture, fixtures, and equipment) for the branch libraries would be integrated into the overall budget planning for the branch bond program. President Higueras emphasized that each project would be managed in the most cost-effective way possible and any savings realized from individual projects would be placed in a reserve to cover unanticipated costs that could arise on other projects. President Higueras emphasized that the budgeted amounts should not be viewed an entitlement solely to be spent on a particular branch but as the best estimate of what it would cost to do whatever work was needed at a particular branch library. Commissioner Bautista recommended that special effort be made to retain historic furnishings in the Carnegie branch libraries. Responding to questions by Commissioner Coulter, the City Librarian discussed plans for addressing the proposed systemwide Services Support Center and the renovation of Brooks Hall for library uses.

MOTION: by Commissioner Steiman, seconded by Commissioner Chin for approval of the baseline Bond program Budget and revised schedule as proposed.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #3 ADVISORY COMMITTEES

City Librarian Susan Hildreth provided the Commissioners with a brief overview of the proposed advisory bodies to the branch library bond program she proposed to convene. Ms. Hildreth noted that these advisory committees as convened by the City Librarian would constitute passive meeting bodies. Ms. Hildreth discussed how the library proposed to respond to issues raised in legislation introduced by Supervisor Leland Yee calling for citizen involvement in library related activities such as the branch library bond program. Ms. Hildreth proposed to create a Branch Library Improvement Program Advisory Committee that would deal with many of the programmatic and service issues involved with the bond program. Ms. Hildreth reported that the committee would consist of interested stakeholders such as the Mayor's Office, the Board of Supervisors, a member of the Library Commission, representatives of the city departments of Neighborhood Services and Recreation and Park, the San Francisco Unified School District, the Landmarks Preservation Advisory Board, a representative from the Council of Neighborhood Libraries, a representative of the Friends and Foundation, as well as representatives of groups such as seniors, the disabled, and youth. Ms. Hildreth suggested that this body would meet on a quarterly basis and review progress reports on the bond program. The City Librarian observed that this group would work closely with library staff and the Bond Program Manager and provide a venue to discuss significant issues and assist in developing processes to gather input on each of the individual projects and the ongoing work of the bond program.

The City Librarian next outlined the second advisory body, a Branch Library Bond Financial Oversight Committee, to be created to specifically address concerns raised by Supervisor Yee's legislation as well as ongoing interest in these matters by the Mayor and Controller's Office. Ms. Hildreth suggested that this committee would consist of representatives from the Mayor's Budget Office, the Mayor's Office of Public Finance, the Controller's Office, the Board of Supervisors, the Board's Budget Analyst, the City Attorney's Office, the City Treasurer's Office, the Department of Public Works, and library staff. The City Librarian commented that this advisory committee would also meet quarterly to review in detail financial reports on the progress of the branch bond program and would focus on the technical details of how bond funds are spent. The City Librarian informed the Commissioners that she planned to proceed with putting these bodies together and discussed how these advisory bodies would work closely with library staff and the Bond Program Manager during the course of the bond projects.

Public comment on Agenda Item #3 ADVISORY COMMITTEES

An anonymous member of the public noted with satisfaction that the City Librarian had acknowledged that these advisory committees were passive meeting bodies and expressed a view that use of the term stakeholders raised red flags for this individual. The anonymous member of the public suggested that stakeholders should not be included on such a committee. This individual commented that long-term goals and concepts such as maintaining flexibility in branch library designs could come into conflict with the specific immediate goals of an interested party. This individual additionally observed that the political pressure of stakeholders might limit the library's ability to get libraries that best serve library needs and that disinterested advocates would better serve these goals.

COMMISSION COMMENT ON AGENDA ITEM #3 ADVISORY COMMITTEES

Responding to a question by President Higueras the City Librarian clarified that Supervisor Yee's legislation urged but did not require that the Library create a financial oversight body and that this committee seemed to be the best way to comprehensively address his concerns

number of members of the public who spoke anonymously at this meeting. 1

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and involve those city agencies and departments which had been directly involved in the development and oversight of the bond program from its beginning. In response to remarks by Commissioner Bautista, the City Librarian clarified that she would request that the various city departments and agencies designate a representative to participate on the advisory committees rather than make appointments herself. There followed an extensive discussion of how those serving on these committees might evolve during the life of the bond program as the various projects came up. Vice President Steiman pointed out that these committees were but one means by which neighborhood residents could have input into the development of their branch library. President Higueras commented that in his view these committees would primarily focus attention on the big picture aspects of the bond program and that there would be many other opportunities for input on specific projects. In response to a question by Commissioner Bautista, the City Librarian clarified that there would not be formal reports made to the Commission but that as issues rose reports could be brought to the Commission for detailed discussion. Ms. Hildreth suggested that information concerning matters discussed by these committees could be made available to the Commissioners. Vice President Steiman made it very clear that it was her wish that any proposals coming from these committees should be first brought to the Commission for its review and discussion before being disseminated. In response to a question by President Higueras concerning the proposed timeline for convening these committees, the City Librarian indicated that she expected to begin as soon as possible and hopefully the committees could begin work at the beginning of the new year.

AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

Library Branch Improvement Bond Program Manager Marilyn Thompson reported that the initial phase of development for the Richmond Branch Library was underway. Ms. Thompson discussed in detail the steps that would be necessary to prepare the Richmond Branch Library project for the June application deadline for the first round of Prop. 14 (State Library Construction and Improvement Bond) funding. Ms. Thompson informed the Commissioners that architects, city planning staff, and Library Consultant Dallas Shaffer, were beginning the process of gathering materials necessary to complete the Prop. 14 application. The Branch Bond Program Manager also reported that Ms. Shaffer would be conducting staff and community meetings to gather additional input into the Richmond Branch Library's development process. Ms. Thompson next outlined the status of site acquisition efforts for the Glen Park Branch Library reporting that no clear consensus was achieved in a community meeting held to discuss the alternatives sites remaining, the Diamond Super site and a proposed development on BART property. Ms. Thompson reported that BART proposed to conduct a design charette to gather ideas and develop an overall urban redesign for the downtown shopping area of the Glen Park neighborhood around the Glen Park Station. Ms. Thompson then discussed her ongoing conversations with the landmarks preservation Advisory Committee concerning their proposal designating the remaining Carnegie branch libraries as San Francisco landmarks. The Branch Library Bond Program Manager next reported on the great success of the conceptual architectural design charette sponsored by the Friends and Foundation. Ms. Thompson commented that the 48 hours of intense conceptual design activities by the four teams had produced an amazing level of creativity and had established a high level of design excellence. She noted that the charrette demonstrated that the Branch Library Bond Program would not have settle for anything less than the best design possible for its projects.

PUBLIC COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

An anonymous member of the public observed that there was no report concerning how much money that the charrette raised as in this person's view this event had been held as a fundraiser. The anonymous member of the public commented that the participants had not been told that this event was primarily intended to raise money and had not been informed that it would have no effect on branch library designs. This individual noted with satisfaction that the charrette would have no effect on the planning branch library designs The anonymous member of the public suggested that the only foundation for planning should be truth and access to truth. Mr. Peter Warfield expressed appreciation for the information provided in the report and requested that he be provided with copies of the tapes of the charrette. Mr. Warfield expressed concern with what he perceived as a lack of public notice of the charrette, noting an absence of information on the charrette at library and Friends and Foundation information locations or in publications. Mr. Warfield decried a lack of posted notices in the library and suggested that there was no real interest in informing the public about the charrette. He suggested that future bond related activities such as this be widely publicized to encourage public participation.

COMMISSION COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

In response to questions by Commissioner Bautista, Ms. Thompson discussed the requirement s of the city's "green building" ordinance and how the library might be able to use solar power and other energy saving measures when considering the designs of the new branch libraries.

Commissioner Steiman left the meeting at 6:03PM after apologizing to the neighborhood residents attending the meeting that she was unable to stay for the rest of the meeting due to a previous commitment made prior to the scheduling of this meeting.

In response to a question by Commissioner Chin, Ms. Thompson explained the status of the proposed landmarking of the remaining Carnegie branch libraries. Commissioner Coulter pointed out that the Friends and Foundation charrette was never intended as a fundraising event but was instead intended to encourage participation in and an create enthusiasm for the Branch Library Bond program and suggested that the anonymous member of the public might be confused. Ms. Hildreth, while noting that the charrette had not been a library event, reported that there was very easy means of access to the meetings for anyone who came to the Main Library even for events which occurred prior to normal opening hours.

AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT

Mr. Charlie Dunn of the Real Estate Divisionprovided the Commissioners with an update on the site selection process for the new Glen Park Branch Library. Mr. Dunn noted that for all practical purposes the "Kelly" site preferred by many neighborhood residents was unavailable. Mr. Dunn then extensively discussed the relative merits of the remaining two sites, the "Diamond Super" site, and a proposed location on BART property adjoining the Glen Park BART Station.

Mr. Dunn then introduced Mr. David Prowler and architect John Petersen who gave a detailed presentation in support of the selection of their project, the "Diamond Super" site. Mr. Prowler and Mr. Petersen discussed in extensive detail the planning which they had put into making this project work for the library and the neighborhood. They showed various drawings and photomontages of what the new Glen Park Branch Library might look like if located on their site.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park Sites)

An anonymous member of the public inquired if additional public comment would be taken later on the other branch library sites and asked if it was possible that a library located on the second floor of a building without an elevator was what was being considered. The anonymous member of the public expressed doubt that a second floor location was a good idea noting that it lacked visibility, would make access more laborious and create problems for patrons with children. Ms. Zoe Ann Nordstrom, President of the Glen Park Neighborhood Association called this proposal an exciting great opportunity for a neighborhood library with great visibility. Ms. Nordstrom expressed support for locating the library in the middle of the village on a quiet street and commented that this project was not subject to the lengthy delays that may occurr with the BART site project and without impacts on its neighbors. Mr. Peter Warfield noted objections in principle and potential costs to the library being located in a shared building. Mr. Warfield listed various questions relating to costs involved in shared facilities he found unanswered in this proposal. Mr. Warfield also noted obvious omissions, particularly regarding the signage for the super market, which could work in conflict with the purpose of the library. Mr. Warfield also observed that a second floor library would be always symbolically and practically in a secondary position in a shared building. Ms. Carey Helser, a Glen Park neighbor, urged the Commissioners to fully consider the BART site with its option for a ground floor library. Ms. Helser recommended that the Commission not rush into a decision concerning the library site, but consider all of the possibilities that could benefit the overall community.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT

In response to questions by Commissioners Coulter and Chin, the City Librarian discussed in some detail the various aspects of the proposals under consideration by BART for use of space near the Glen Park BART Station for a mixed use housing /commercial development which could include a ground floor branch library location. Ms. Hildreth noted that details of this proposal were not yet fully developed and that BART would be conducting a neighborhood planning charrette to consider a variety of options for developing its Glen Park site. The City Librarian noted that it was extremely unlikely that any site could be found in Glen Park for a stand-alone library and that whatever proposal was chosen would almost certainly be located in a shared building.

There followed an extensive discussion among the Commissioners with questions regarding aspects of the proposed design, its location, placement of entrance areas for library and of the store, store signage, location of store dumpsters, and delivery areas, and how the building would fit into the neighborhood. In response to a query by President Higueras, Mr. Dunn gave a status report on negotiations between the Real Estate Division and Mr. Prowler concerning reaching purchase and sale agreements for the Diamond Super site. Mr. Dunn then described the process that could be followed in bringing this proposal to the Commission for its consideration and if approved to the Board of Supervisors for their approval.

President Higueras called for a brief recess at 7:04PM
Commissioner Streets left the meeting during the recess.
The Commission returned to session at 7:15PM

Mr. Dunn then continued his report describing in some detail the status of the search for potential library sites in the Visitacion Valley, Portola, and Ingleside neighborhoods.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley, Portola, and Ingleside Sites)

None offered.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley, Portola, and Ingleside Sites)

Commissioner Coulter congratulated Mr. Dunn for the good job he was doing identifying possible sites. President Higueras noted that plans for these branch library's neighborhoods could have a major impact on the library's site selection process. Commissioner Bautista called attention to proposals that BART had advanced for locating a branch library on Ocean Avenue, but was informed by the City Librarian that community sentiment expressed in neighborhood meetings had found this site too remote from the center of their neighborhood

Agenda item #6 PUBLIC COMMENT

An anonymous member of the public suggested that when the Library Commission met at the beginning of October that President Higueras had characterized the primary purpose of the Friends and Foundation charrette as fundraising. The anonymous member of the public commented that President Higueras' remarks would be revealed on the tape of the meeting and that truth of this individual's remarks at that time would be underscored. Mr. Peter Warfield expressed his view that the charrette had been a sad story and that there had been a lack of clarity about every aspect of the charrette. Mr. Warfield again noted that those on the Library Commission mailing list had not been informed about the charrette nor was there any way that those who were not invited could have attended sessions held when the library was not open to the public. Mr. Warfield found the proposed charge for the Commission's ad hoc committee a good effort and observed that that kind of detailed documentation could be very useful if continued in the future of the bond program. Mr. Warfield commented favorably on many of the issues and questions raised by the Commissioners about potential problems that could exist in shared facilities.

Agenda Item #7 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned

Public comment on Agenda item #7ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

The meeting was adjourned at 7:33PM.

Michael Housh, Commission Secretary 10/19/01

The number of members of the public who spoke anonymously at this meeting. 1

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Minutes of the special Commission Meeting of October 10, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Regarding Bond Program Manager's Report (10-11-01) by Peter Warfield:

(Agenda Item #4)

I expressed concern that branch planning sessions ("charette" sessions)October 5-7, that we heard were open to the public, were held when the library building was closed to the public. For example, the final meeting was on Sunday morning from 10am to noon and the opening one on Friday morning. I also expressed concern that usual library and Friends and Foundation publicity vehicles did not have any notice at all that the charette was occurring, or when. I found no signs posted in the Main Library, and on Sunday morning the only sign on the closed gate said: Staff Entrance, Library opens at Noon. I found no mention of the charette on the library or Friends and Foundation websites, and there was no mention at all in the September and October editions of "At the Library," which listed other activities at the library in detail.

(Agenda Item #5)

With regard to the Branch Library Site Selection Update, the drawings for the shared supermarket site for the Glen Park branch did not show any supermarket signage, window sale signs, or loading docks, and thus did not seem to fairly represent what the final result would look like.

Minutes of the special Commission Meeting of October 10, 2001

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 10, 2001

Item 1:
Charge for the Work of the Ad Hoc Branch Bond Committee

"I am pleased that you have taken the two issues that I raised previously and not only has the City Attorney look into them, but your staff has listened to the City Attorney.

Calling this an 'ad hoc' committee stretches to its limit the definition of the term. Your own bylaws require that changes in the bylaws follow a certain procedure, but it is not ad hoc at all.

This committee should play a crucial role. The legal restrictions are there for the purpose of maximum exposure, maximum responsibility and maximum access. Generally committees are good. They allow investigation at a detail that would be cumbersome for the full commission. That is still an important role and I hope you will go forward with it."

Minutes of the special Commission Meeting of October 10, 2001

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 10, 2001

Item 2:
Baseline Bond Budget/Schedule

"I appreciate the report and I hope we can look forward to many more dry, broad based and detailed reports.

As the veteran commissioners will confirm, the attitude that built this New Main Library was 'It is the cocktail hour and I'm listening to this?'

In fact these details are very important. I do have some comments about readability. We start with columns that like annual budget columns, but at the bottom there are program totals. In what sense is $133 million allocated for the May, 2000 budget?

I suspect that what looks like one graph is actually two separate graphs and there is no time line."

Minutes of the special Commission Meeting of October 10, 2001

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 10, 2001

Item 3:
Advisory Committees

"I am grateful that the City Librarian has acknowledged that these committees would be passive committees.

These committees are composed of 'stakeholders' and that term is a red flag.

Ms. Steiman recently said that she was in favor of branches with flexibility. That is a very abstract goal that cannot be quantified. In the face of that, someone want to put a granite pillar in the middle of the branch in return for a ten dollar donation to the Library Foundation. Ten dollars and the granite pillar are immediate and tangible.

Therefore, the political interests that support the granite pillar through these stakeholders is well known. If you want libraries that serve the public interest you should stay away from stakeholders. This would be a serious issues for disinterested citizen, but you have demonstrated that you are advocates of the Foundation and concerned about your political connections to those stakeholders."

Minutes of the special Commission Meeting of October 10, 2001

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, October 10, 2001

Item 4:
Bond Program Manager's Report

"I was interested in the report on the charette. There was no mention of how much money it raised, even though it was primarily a fundraiser.

I suspect that the participants were not told that it was primarily a fundraiser. I suspect that the participants were told something in line with the report we just heard, that this was a chance to insure excellence and kick the planning up a notch. They were not told that the private sponsor was just after their money and they had no effect on planning whatsoever.

I am gratified that they had no effect on the planning, but I am concerned that these people were not dealt with candidly. Any project must be based on a foundation of the truth. I hope we learned our lesson with this building that the community has a right of access to the truth."

Minutes of the special Commission Meeting of October 10, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, October 10, 2001

Item 6:
Public Comment

"This commission met last week. At that meeting, president Charles Higueras said that the primary purpose for the charette was as a fundraiser for the Library Foundation. Whether he intended anyone to believe him is a question only he can answer.

I am sure the statement was caught by the tape and will appear in the minutes. When I make reference to this statement, not only do you deny you said it, but you accuse me of enjoying being victimized.

This fits into your long practice of making representations and then when the representations no longer serve their purpose, not only do you abandon them, but you deny they were ever made in the first place. Then you turn around and blame the victim.

I cannot imagine that this does anything but underline my comments about the primacy of the truth."

DRAFT

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San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Villie L. Brown, Jr.
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harles A. Higueras, A.I.A.
resident

arol Steiman
ice President

elen Marte Bautista
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Wednesday, October 10, 2001.
The San Francisco Public Library Commission held a special meeting on Wednesday, October 10, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 07PM by President Higueras.
The following members were noted present: Commissioners Bautista, Chin, Coulter, Higueras, and Streets.

Commissioner Swig was noted excused attendance.

Commissioner Steiman joined the meeting at 4:10PM.

AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

The City Librarian provided the Commissioners with an overview of branch library bond related matters since the Library Commission created the Ad Hoc Committee on the Branch Library Bond Program in September. The City Librarian suggested that it would be necessary for the Commissioners to approve a clear charge and scope of responsibility for this committee authorizing its work as a venue for review and analysis of branch library bond related issues in detail prior to the Committee beginning its work. The City Librarian clarified that it was the view of the City Attorney that the Committee could only make recommendations for action to the full Library Commission, but not take action on its own. Ms. Hildreth suggested that the Commission may choose to address bond related issues at a second meeting of the Commission each month instead of using the committee to address these matters . The City Librarian then outlined the various topics outlined in the proposed committee charge. Ms. Hildreth further observed that as two members of the Committee constituted a quorum of the Ad Hoc Committee that as a general rule only one member of the Committee could attend community meetings related to bond matters in order to avoid potential conflicts with the requirements of law. Deputy City Attorney Adine Varah noted that the Ad Hoc Committee could only serve as a purely advisory body and that the Commission could not delegate authority to take action to the Committee.

Public comment on AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

An anonymous member of the public found encouragement in the discussion and review of the legal issues related to the Ad HocCcommittee raised by the City Librarian and the City Attorney. This individual expressed concern that to create an Ad Hoc Committee for this purpose stretched the Commission's Bylaws to their limits. This anonymous member of the public noted that despite limitations such a committee could help provide maximum

exposure to the Commission's discussion of these matters. This person additionally observed that such committees were useful, allowing for more detailed discussion and public comment. Mr. Peter Warfield commented that creation of the committee was useful but that there should be a more extensive discussion of its charge. Mr. Warfield recommended that the Commission make a Bylaw change noting that this ad hoc committee had no concluding date. Mr. Warfield complained that he had not see the materials concerning the committee charge prior to the meeting. Mr. Warfield expressed concern that the committee seemed to focus on technical details of the bond program rather than addressing issues such as creating more space for books in branch libraries or on economy of branch library operations.

Commission comment on AGENDA ITEM #1 AD HOC BRANCH BOND COMMITTEE CHARGE

Vice President Steiman expressed reservations about the usefulness of an ad hoc committee given the restrictions on such a committee limiting the ability of Commissioners to most effectively participate in the public process involved in the ongoing development of the bond program. President Higueras noted that he would have liked to attend the Glen Park neighborhood meeting concerning site selection for its new branch library but could not do so without violating the rules concerning attendance by a quorum of the bond committee or precluding participation by Commissioner Steiman. Commissioner Bautista noted that the committee had been intended to provide a research tool for the Commissioners but that quorum rule prevented the Commissioners most involved from participating in bond related public programs such as the recent Friends and Foundation architectural design charrette focused on models of branch library design. In response to questions by Commissioner Streets, Deputy City Attorney Adine Varah described in detail the restrictions and the very limited exceptions in California open meeting laws and the San Francisco Sunshine Ordinance governing attendance by a majority of members of policy bodies at gatherings where matters within the scope of their authority are addressed. Vice President Steiman, asked for further clarification of what constituted a "publicized meeting" under the Brown Act. Deputy City Attorney Adine Varah offered to research that issue and report to Commissioner Steiman. An extensive discussion among the Commissioners followed concerning the merits of holding a second monthly meeting of the Library Commission to address bond related matters instead of using the ad hoc committee for this purpose. It was a sense of the Commission that restrictions on participation by committee members in public meetings related to bond matters rendered the committee approach ineffective and that the Commission should abolish the Committee and plan to hold regular full commission meetings focused on bond related matters instead.

AGENDA ITEN #2 BASELINE BOND BUDGET/SCHEDULE REPORT

Ms. Marilyn Thompson, Branch Library Bond Program Manager brought the Commission up to date concerning the changes in the branch bond program baseline schedule and budget since these matters were initially discussion by the city's Capital Improvement

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Advisory Committee (CIAC) in May 2000. Ms. Thompson discussed the changes and specific reductions made in the Library's original bond proposal at the recommendation of the CIAC while resulted in a final bond amount of $105,865,000 for these projects. Ms. Thompson noted the only significant changes in the proposed schedule at this point had been moving up the work on the Excelsior Branch Library because of the seriousness of its electrical infrastructure deficiencies and moving back the Bernal Heights Branch Library to allow more time for the relocation of an on-site childcare program. The Branch Bond Program Manager additionally noted that as both of these schedule change costs were approximately $750,000 so that the changes balanced each other. Ms. Thompson also suggested that both the Portola and Ingleside Branch Libraries could be advanced in the schedule to the same time as the Glen Park branch Library to take advantage of opportunities to apply for Prop. 14 (State Library Construction and Improvement Bond) funds.

Ms. Thompson then presented and discussed in extensive detail a slide program outlining the proposed revised bond program budget identifying funds available through the Prop. A (Branch Library Improvement and Construction Bond) general obligation bond funds and other funds including Prop. 14 (State Library Construction and Improvement Bond) funding, as well as the other identified sources of funding to be used for branch library bond program projects. The Branch Library Bond Program Manager called attention to the amounts set aside for public art. Ms. Thompson reported that each segment of the budget included contingency costs; 15% for renovation projects and 10% for new construction, for each of the proposed branch library projects. Ms. Thompson described in detail her proposed financial plan outlining ways to manage the cost savings for the entire program so as to build a reserve to address other unanticipated program needs. Ms. Thompson reported how savings could be made in various aspects of the proposed program and budgeted to the reserve. Ms. Thompson then discussed details of funds allocated to several of the proposed branch library projects to get these programs underway.

PUBLIC COMMENT ON AGENDA ITEM #2 BASELINE BOND BUDGET/SCHEDULE REPORT

An anonymous member of the public expressed appreciation for the broad scope of the detailed report presented and observed that the experience of building the new Main Library had emphasized the importance of having such details available. This individual additionally commented that there were some concerns with the readability of the report, indicating the way the columns are presented was confusing. In addition, it was noted that there was no timeline presented to make sense of the proposed changes. Mr. Peter Warfield noted that he was concerned that the way that the various reports were presented in colors rendered them unreadable in black and white copies. Mr. Warfield in particularly commented that the way in which the breakdowns of hard and soft costs were represented was confusing and that page numbers were not included. Mr. Warfield also expressed a desire that clear references back to the original proposal should be shown so that the changes could be more clearly understood.

number of members of the public who spoke anonymously at this meeting. 1

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COMMISSION COMMENT ON AGENDA ITEM #2 BASELINE BOND BUDGET/SCHEDULE REPORT

Commissioner Coulter discussed his thoughts concerning how the bond program should address issues involved in the choosing and placement of public art that would be created in conjunction with the construction and renovation of the branch libraries. Commissioner Coulter noted that the President of the Library Commission was an ex officio member of the Arts Commission. Vice President Steiman called for more extensive Library Commission oversight and public comment on the works chosen as part of the bond program. Commissioner Bautista suggested community competitions to choose art for the neighborhood libraries. The City Librarian outlined the process whereby the 2% set aside for art enrichment would be managed in conjunction with the Arts Commission and the project architect chosen for each of these projects. There followed a general discussion among the Commissioners concerning various aspects of the proposed revised budget with President Higueras calling attention to the need to highlight the hard and soft costs so as to better track the various expenditures. In response to questions by Commissioner Streets, the City Librarian discussed how Prop. 14 (State Library Construction and Improvement Bond) funds and funds raised through the Friends and Foundation Capital Campaign for FF&E (furniture, fixtures, and equipment) for the branch libraries would be integrated into the overall budget planning for the branch bond program. President Higueras emphasized that each project would be managed in the most cost-effective way possible and any savings realized from individual projects would be placed in a reserve to cover unanticipated costs that could arise on other projects. President Higueras emphasized that the budgeted amounts should not be viewed an entitlement solely to be spent on a particular branch but as the best estimate of what it would cost to do whatever work was needed at a particular branch library. Commissioner Bautista recommended that special effort be made to retain historic furnishings in the Carnegie branch libraries. Responding to questions by Commissioner Coulter, the City Librarian discussed plans for addressing the proposed systemwide Services Support Center and the renovation of Brooks Hall for library uses.

MOTION: by Commissioner Steiman, seconded by Commissioner Chin for approval of the baseline Bond program Budget and revised schedule as proposed.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #3 ADVISORY COMMITTEES

City Librarian Susan Hildreth provided the Commissioners with a brief overview of the proposed advisory bodies to the branch library bond program she proposed to convene. Ms. Hildreth noted that these advisory committees as convened by the City Librarian would constitute passive meeting bodies. Ms. Hildreth discussed how the library proposed to respond to issues raised in legislation introduced by Supervisor Leland Yee calling for citizen involvement in library related activities such as the branch library bond program. Ms. Hildreth proposed to create a Branch Library Improvement Program Advisory Committee that would deal with many of the programmatic and service issues involved with the bond

program. Ms. Hildreth reported that the committee would consist of interested stakeholders such as the Mayor's Office, the Board of Supervisors, a member of the Library Commission, representatives of the city departments of Neighborhood Services and Recreation and Park, the San Francisco Unified School District, the Landmarks Preservation Advisory Board, a representative from the Council of Neighborhood Libraries, a representative of the Friends and Foundation, as well as representatives of groups such as seniors, the disabled, and youth. Ms. Hildreth suggested that this body would meet on a quarterly basis and review progress reports on the bond program. The City Librarian observed that this group would work closely with library staff and the Bond Program Manager and provide a venue to discuss significant issues and assist in developing processes to gather input on each of the individual projects and the ongoing work of the bond program.

The City Librarian next outlined the second advisory body, a Branch Library Bond Financial Oversight Committee, to be created to specifically address concerns raised by Supervisor Yee's legislation as well as ongoing interest in these matters by the Mayor and Controller's Office. Ms. Hildreth suggested that this committee would consist of representatives from the Mayor's Budget Office, the Mayor's Office of Public Finance, the Controller's Office, the Board of Supervisors, the Board's Budget Analyst, the City Attorney's Office, the City Treasurer's Office, the Department of Public Works, and library staff. The City Librarian commented that this advisory committee would also meet quarterly to review in detail financial reports on the progress of the branch bond program and would focus on the technical details of how bond funds are spent. The City Librarian informed the Commissioners that she planned to proceed with putting these bodies together and discussed how these advisory bodies would work closely with library staff and the Bond Program Manager during the course of the bond projects.

Public comment on Agenda Item #3 ADVISORY COMMITTEES

An anonymous member of the public noted with satisfaction that the City Librarian had acknowledged that these advisory committees were passive meeting bodies and expressed a view that use of the term stakeholders raised red flags for this individual. The anonymous member of the public suggested that stakeholders should not be included on such a committee. This individual commented that long-term goals and concepts such as maintaining flexibility in branch library designs could come into conflict with the specific immediate goals of an interested party. This individual additionally observed that the political pressure of stakeholders might limit the library's ability to get libraries that best serve library needs and that disinterested advocates would better serve these goals.

COMMISSION COMMENT ON AGENDA ITEM #3 ADVISORY COMMITTEES

Responding to a question by President Higueras the City Librarian clarified that Supervisor Yee's legislation urged but did not require that the Library create a financial oversight body and that this committee seemed to be the best way to comprehensively address his concerns

number of members of the public who spoke anonymously at this meeting. 1

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and involve those city agencies and departments which had been directly involved in the development and oversight of the bond program from its beginning. In response to remarks by Commissioner Bautista, the City Librarian clarified that she would request that the various city departments and agencies designate a representative to participate on the advisory committees rather than make appointments herself. There followed an extensive discussion of how those serving on these committees might evolve during the life of the bond program as the various projects came up. Vice President Steiman pointed out that these committees were but one means by which neighborhood residents could have input into the development of their branch library. President Higueras commented that in his view these committees would primarily focus attention on the big picture aspects of the bond program and that there would be many other opportunities for input on specific projects. In response to a question by Commissioner Bautista, the City Librarian clarified that there would not be formal reports made to the Commission but that as issues rose reports could be brought to the Commission for detailed discussion. Ms. Hildreth suggested that information concerning matters discussed by these committees could be made available to the Commissioners. Vice President Steiman made it very clear that it was her wish that any proposals coming from these committees should be first brought to the Commission for its review and discussion before being disseminated. In response to a question by President Higueras concerning the proposed timeline for convening these committees, the City Librarian indicated that she expected to begin as soon as possible and hopefully the committees could begin work at the beginning of the new year.

AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

Library Branch Improvement Bond Program Manager Marilyn Thompson reported that the initial phase of development for the Richmond Branch Library was underway. Ms. Thompson discussed in detail the steps that would be necessary to prepare the Richmond Branch Library project for the June application deadline for the first round of Prop. 14 (State Library Construction and Improvement Bond) funding. Ms. Thompson informed the Commissioners that architects, city planning staff, and Library Consultant Dallas Shaffer, were beginning the process of gathering materials necessary to complete the Prop. 14 application. The Branch Bond Program Manager also reported that Ms. Shaffer would be conducting staff and community meetings to gather additional input into the Richmond Branch Library's development process. Ms. Thompson next outlined the status of site acquisition efforts for the Glen Park Branch Library reporting that no clear consensus was achieved in a community meeting held to discuss the alternatives sites remaining, the Diamond Super site and a proposed development on BART property. Ms. Thompson reported that BART proposed to conduct a design charette to gather ideas and develop an overall urban redesign for the downtown shopping area of the Glen Park neighborhood around the Glen Park Station. Ms. Thompson then discussed her ongoing conversations with the landmarks preservation Advisory Committee concerning their proposal designating the remaining Carnegie branch libraries as San Francisco landmarks. The Branch Library Bond Program Manager next reported on the great success of the conceptual architectural

design charette sponsored by the Friends and Foundation. Ms. Thompson commented that the 48 hours of intense conceptual design activities by the four teams had produced an amazing level of creativity and had established a high level of design excellence. She noted that the charrette demonstrated that the Branch Library Bond Program would not have settle for anything less than the best design possible for its projects.

PUBLIC COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

An anonymous member of the public observed that there was no report concerning how much money that the charrette raised as in this person's view this event had been held as a fundraiser. The anonymous member of the public commented that the participants had not been told that this event was primarily intended to raise money and had not been informed that it would have no effect on branch library designs. This individual noted with satisfaction that the charrette would have no effect on the planning branch library designs The anonymous member of the public suggested that the only foundation for planning should be truth and access to truth. Mr. Peter Warfield expressed appreciation for the information provided in the report and requested that he be provided with copies of the tapes of the charrette. Mr. Warfield expressed concern with what he perceived as a lack of public notice of the charrette, noting an absence of information on the charrette at library and Friends and Foundation information locations or in publications. Mr. Warfield decried a lack of posted notices in the library and suggested that there was no real interest in informing the public about the charrette. He suggested that future bond related activities such as this be widely publicized to encourage public participation.

COMMISSION COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

In response to questions by Commissioner Bautista, Ms. Thompson discussed the requirement s of the city's "green building" ordinance and how the library might be able to use solar power and other energy saving measures when considering the designs of the new branch libraries.

Commissioner Steiman left the meeting at 6:03PM after apologizing to the neighborhood residents attending the meeting that she was unable to stay for the rest of the meeting due to a previous commitment made prior to the scheduling of this meeting.

In response to a question by Commissioner Chin, Ms. Thompson explained the status of the proposed landmarking of the remaining Carnegie branch libraries. Commissioner Coulter pointed out that the Friends and Foundation charrette was never intended as a fundraising event but was instead intended to encourage participation in and an create enthusiasm for the Branch Library Bond program and suggested that the anonymous member of the public might be confused. Ms. Hildreth, while noting that the charrette had not been a library

event, reported that there was very easy means of access to the meetings for anyone to came to the Main Library even for events which occurred prior to normal opening hours.

AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT

Mr. Charlie Dunn of the Department of Real Estate provided the Commissioners with an update on the site selection process for the new Glen Park Branch Library. Mr. Dunn noted that for all practical purposes the "Kelly" site preferred by many neighborhood residents was unavailable. Mr. Dunn then extensively discussed the relative merits of the remaining two sites, the "Diamond Super" site, and a proposed location on BART property adjoining the Glen Park BART Station.

Mr. Dunn then introduced Mr. David Prowler and architect John Petersen who gave a detailed presentation in support of the selection of their project, the "Diamond Super" site. Mr. Prowler and Mr. Petersen discussed in extensive detail the planning which they had put into making this project work for the library and the neighborhood. They showed various drawings and photomontages of what the new Glen Park Branch Library might look like if located on their site.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Glen Park Sites)

An anonymous member of the public inquired if it additional public comment would be taken later on the other branch library sites and asked if it was possible that a library located on the second floor of a building without an elevator was what was being considered. The anonymous member of the public expressed doubt that a second floor location was a good idea noting that it lacked visibility, would make access more laborious and create problems for patrons with children. Ms. Zoe Ann Nordstrom, President of the Glen Park Neighborhood Association called this proposal an exciting great opportunity for a neighborhood library with great visibility. Ms. Nordstrom expressed support for locating the library in the middle of the village on a quiet street and commented that this project was not subject to the lengthy delays that had occurred with the BART site project and without impacts on its neighbors. Mr. Peter Warfield noted objections in principle and potential costs to the library being located in a shared building. Mr. Warfield listed various questions relating to costs involved in shared facilities he found unanswered in this proposal. Mr. Warfield also noted obvious omissions, particularly regarding the signage for the super market, which could work in conflict with the purpose of the library. Mr. Warfield also observed that a second floor library would be always symbolically and practically in a secondary position in a shared building. Ms. Carey Helser, a Glen Park neighbor, urged the Commissioners to fully consider the BART site with its option for a ground floor library. Ms. Helser recommended that the Commission not rush into a decision concerning the library site, but consider all of the possibilities that could benefit the overall community.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT

In response to questions by Commissioners Coulter and Chin, the City Librarian discussed

in some detail the various aspects of the proposals under consideration by BART for use of space near the Glen Park BART Station for a mixed use housing /commercial development which could include a ground floor branch library location. Ms. Hildreth noted that details of this proposal were not yet fully developed and that BART would be conducting a neighborhood planning charrette to consider a variety of options for developing its Glen Park site. The City Librarian noted that it was extremely unlikely that any site could be found in Glen Park for a stand-alone library and that whatever proposal was chosen would almost certainly be located in a shared building.

There followed an extensive discussion among the Commissioners with questions regarding aspects of the proposed design, its location, placement of entrance areas for library and of the store, store signage, location of store dumpsters, and delivery areas, and how the building would fit into the neighborhood. In response to a query by President Higueras, Mr. Dunn gave a status report on negotiations between the Real Estate Department and Mr. Prowler concerning reaching purchase and sale agreements for the Diamond Super site. Mr. Dunn then described the process that could be followed in bringing this proposal to the Commission for its consideration and if approved to the Board of Supervisors for their approval.

President Higueras called for a brief recess at 7:04PM
Commissioner Streets left the meeting during the recess.
The Commission returned to session at 7:15PM

Mr. Dunn then continued his report describing in some detail the status of the search for potential library sites in the Visitacion Valley, Portola, and Ingleside neighborhoods.

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley, Portola, and Ingleside Sites)

None offered.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY SITE SELECTION REPORT (Visitacion Valley, Portola, and Ingleside Sites)

Commissioner Coulter congratulated Mr. Dunn for the good job he was doing identifying possible sites. President Higueras noted that plans for these branch library's neighborhoods could have a major impact on the library's site selection process. Commissioner Bautista called attention to proposals that BART had advanced for locating a branch library on Ocean Avenue, but was informed by the City Librarian that community sentiment expressed in neighborhood meetings had found this site too remote from the center of their neighborhood

Agenda item #6 PUBLIC COMMENT

An anonymous member of the public suggested that when the Library Commission met at the beginning of October that President Higueras had characterized the primary purpose of

the Friends and Foundation charrette as fundraising. The anonymous member of the public commented that President Higueras' remarks would be revealed on the tape of the meeting and that truth of this individual's remarks at that time would be underscored. Mr. Peter Warfield expressed his view that the charrette had been a sad story and that there had been a lack of clarity about every aspect of the charrette. Mr. Warfield again noted that those on the Library Commission mailing list had not been informed about the charrette nor was there any way that those who were not invited could have attended sessions held when the library was not open to the public. Mr. Warfield found the proposed charge for the Commission's ad hoc committee a good effort and observed that that kind of detailed documentation could be very useful if continued in the future of the bond program. Mr. Warfield commented favorably on many of the issues and questions raised by the Commissioners about potential problems that could exist in shared facilities.

Agenda Item #7 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned

Public comment on Agenda item #7ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

The meeting was adjourned at 7:33PM.

Michael Housh, Commission Secretary 10/19/01

The number of members of the public who spoke anonymously at this meeting. 1

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The number of members of the public who spoke anonymously at this meeting. 1

10/10/01 DRAFT FOR LIBRARY COMMISSION REVIEW
This draft may be subject to further revisions.

DRAFT

San Francisco Public Library Commission
Ad Hoc Branch Library Bond Committee

Membership: Three (3) members of the Commission
Charles Higueras, President, Chair of Committee
Carol Steiman, Vice-President, Vice-Chair of Committee
Helen Bautista

Proposed Charge:

The Ad Hoc Branch Bond Committee shall be an advisory body of the Library Commission responsible for:

1. Monitoring the progress and implementation of the Branch library bond program and making related reports and recommendations to the Commission;
2. Reviewing and making recommendations to the Commission regarding requests for qualifications for services and proposed contracts;
3. Reviewing site selection process and recommending final branch site(s) for the Commission's review and approval;
4. Reviewing and making recommendations to the Commission regarding financial reports relating to the branch library bond program;
5. Reviewing bond program schedule and making recommendations to the Commission regarding major schedule changes;
6. Reviewing bond program budget and funding sources and making recommendations to the Commission regarding any changes to overall program budget and funding sources;
7. Reviewing and making recommendations to the Commission regarding the scope and priorities of the branch library bond program;
8. Reviewing and making recommendations to the Commission regarding grant funds, bond sales and other sources of supplemental funding for the branch library bond program;
9. Recommending bond sales to the Commission for inclusion in annual budget;
10. Requesting reports from staff regarding the Branch library bond program;
11. Encouraging and inviting community input to the Committee regarding the Branch library bond program; and
12. Providing the Commission with any other reports or recommendations requested by the Commission regarding the Branch library bond program.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Bond Program Advisory Committees
Date: October 6, 2001

As you may recall, Supervisor Leland Yee put forth a resolution, see attached, that urged the Library to create a diverse Bond Oversight Committee to monitor the progress of the Branch Library Bond. He also requested that the Library issue detailed quarterly reports on the Branch Library Bond to the Board of Supervisors, Budget Analysts Office, Controller and Mayor's Office of Public Finance. I am recommending that I appoint and convene two bodies to monitor the progress of the Branch Library Improvement Program and to address Supervisor Yee's resolution.

I am recommending that the Library create the **Branch Library Improvement Program Advisory Committee**. Membership would include, at a minimum, representatives from the following stakeholder groups: Mayor's Office, Board of Supervisors, Department of Neighborhood Services, Department of Recreation and Parks, San Francisco Unified School District, Landmarks Advisory Preservation Board, Library Commission, Council of Neighborhood Libraries, Friends and Foundation of the San Francisco Public Library, representatives of seniors, disabled, youth and other stakeholder groups as they emerge and as projects are developed. I would request appointments from various departments, agencies or groups representing the stakeholders outlined above.

I anticipate that the Committee would meet on a quarterly basis to review progress of the bond program and all specific projects. The Committee will work closely with the Bond Program Manager and Library staff. Types of information to be reviewed by the Committee would include:

Schedule of bond program and specific projects
Financial reports on bond expenditures
Potential partnering opportunities for projects
Design issues relating to historical preservation, accessibility, modernization, etc.
Service/program issues relating to allocation of space and facility design
Development of community and public input process for individual projects and bond program as a whole
Important issues that are identified as bond program progresses

I am also recommending that the Library convene the **Branch Library Improvement Program Financial Oversight Committee**. Membership would include, at a minimum, representatives from the Mayor's Budget Office, Mayor's Office of Public Finance, Board of Supervisors, Office of the Budget Analyst, Controller's Office, City Attorney, Department of Public Works and Library.

I anticipate that the Financial Oversight Committee would also meet on a quarterly basis to review financial reports on the progress of the bond program. This committee would also review scheduling of bond sales, the status of other funding sources for the bond program and identify and monitor opportunities for additional funding sources and partnerships for the bond program.

I believe that the establishment of these two groups would provide an extensive level of awareness and oversight regarding the Branch Library Improvement Program for both City and community stakeholders. I would like to proceed with the establishment of these groups as soon as possible.

FILE NO. RESOLUTION NO.

[Branch Library Facilities Improvement Bond Oversight and Reporting.]

Resolution urging the San Francisco Public Library to create a Bond Oversight Committee for the Branch Library Bond, and requesting the San Francisco Public Library issue reports to the Board of Supervisors, the Budget Analysts Office, the Controller, and the Mayor's Office of Public Finance on a quarterly basis which detail all expenditures from the bond funds by facility and by individual projects.

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, The Branch Library Facilities Improvement Bond Program, which authorized $105,865,000 in bonds for the acquisition, rehabilitation, renovation, improvement, construction and reconstruction of improvements to branch libraries, other than the Main Library; and,

WHEREAS, The bond program provides funding for the improvement of 19 branch libraries, the acquisition of land and construction of buildings for four branch libraries currently located on leased facilities, the construction of a new branch library to serve Mission Bay, and the rehabilitation of Brooks Hall for use by the Public Library; and,

WHEREAS, Proposition A specifically prohibited the Public Library from using any of the Proposition A monies on improvements to the Main Library; and,

WHEREAS, The Public Library is currently planning the implementation of the Branch Library Facilities Improvement Bond Program, and as part of this process is considering the creation of a Bond Oversight Committee; and,

WHEREAS, It is important that there is an oversight body to ensure that the bond funds are spent in accordance with the legislation approved by the voters, and that all of the branch library projects promised to the voters are competed; and,

WHEREAS, It is equally as important that the Board of Supervisors, who are fully accountable to the voters of this City, receive regular reports from the bond oversight committee regarding the expenditure of bond proceeds; now, therefore, be it

RESOLVED, That the Board of Supervisors urges the San Francisco Public Library to create a diverse Bond Oversight Committee for the Branch Library Bond; and be it

FURTHER RESOLVED, That the Board of Supervisors requests the San Francisco Public Library to issue reports to the Board of Supervisors, the Budget Analysts Office, the Controller, and the Mayor's Office of Finance on a quarterly basis which detail all expenditures from the bond funds by facility and by individual projects.

Branch Library Improvement Program

Library Commission
October 10, 2001

Baseline Budget & Schedule

- Started with Bond Program dated May 2000.
- Reduced Program as per CIAC revisions, as proposed to voters.
- Applied schedule revisions contemplated since November 2000.
- Pulled out budgets for program wide services & costs.
- Reflected first bond sale & appropriations for active projects.
- Result: Baseline Summary Budget.

Summary Financial Plan

Reference Handout

Branch Library	May 2000 Budget	Proposed Budget	Available & Appropriated	Expended & Encumbered
Program-wide Services & Costs:				
City Program Management	0*	3,600,000	610,000	
SFPL Management & Consultants	0*	800,000	300,000	
Program Consultants	0*	750,000	300,000	
Real Estate Department	0*	120,000	120,000	
Relocation & Moving	0*	4,360,000	0	
Furniture & Equipment	15,000,000	15,000,000	0	
Bond Financing Costs	2,915,000	2,000,000	250,000	
Cost Savings Realized (Reserve)	0	1,675,000	0	
Anza NEED PHOTO Land New Construction Renovate / Expand Relocation / Moving Furniture	5,040,000	4,740,000		
Bayview Land New Construction Renovate / Expand Relocation / Moving Furniture	4,290,000	3,820,000		
Bernal Heights NEED PHOTO Land New Construction Renovate / Expand Relocation / Moving Furniture	5,510,000	5,350,000		
Eureka Valley Land New Construction Renovate / Expand Relocation / Moving Furniture	4,870,000	4,580,000		
Excelsior NEED PHOTO Land New Construction Renovate / Expand Relocation / Moving Furniture	4,930,000	3,820,000	730,000	

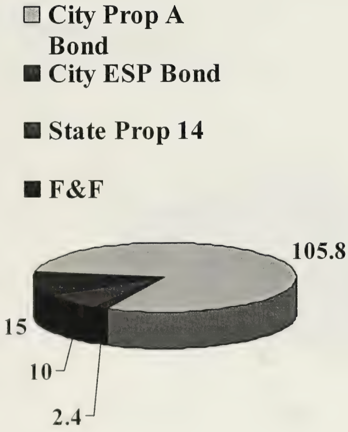
* Included within each project budget

Schedule Revisions

Schedule Revision	Budget Impacts
Move up Excelsior Branch due to dire electrical deficiencies.	Reduce escalation by $570,000. Offset cost of Bernal Heights.
Move back Bernal Heights so as to give sufficient relocation notice to daycare on site.	Increase escalation by $570,000.
Move up Portola and Ingleside to start same time as Glen Park.	Decrease escalation by $260,000. Add to Reserve.

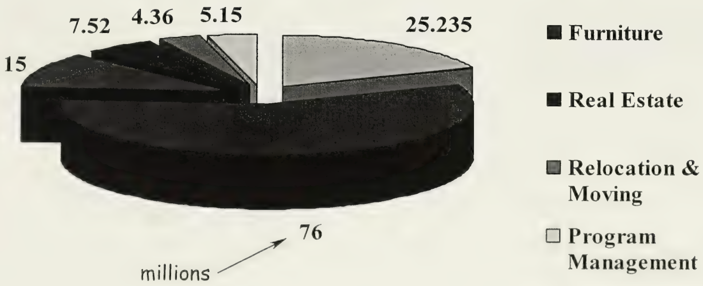
Fund Sources

- Prop A Bond (approved 11/00)
  $105,865,000
- ESP Bond (approved 6/90)
  $2,400,000
- State Prop 14 (competitive)
  $10,000,000
- Friends & Foundation
  up to $15,000,000
- Total Budget
  $133,265,000

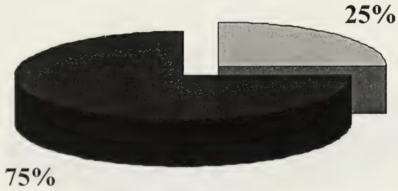


Breakdown of Total Budget

Total Budget
$133,265,000 =



Design & Construction Budget



▨ **Soft Costs**

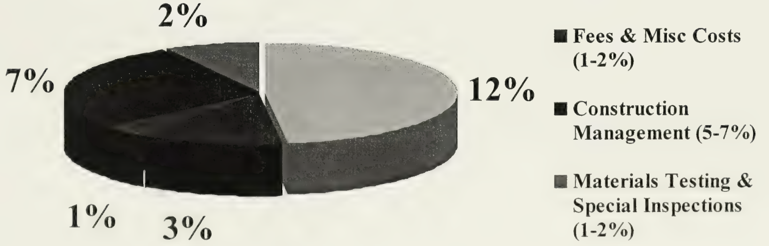
Includes architects, engineers, construction phase services, and permit fees

■ **Hard Costs**

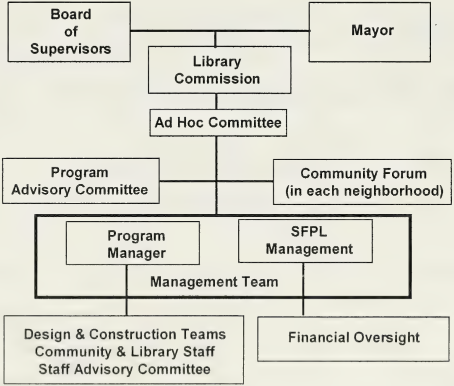
Includes Art Enrichment, hazardous materials abatement, and construction bid

Breakdown of Soft Costs

Soft Costs Typically 25% of
Design & Construction Budget



Participating Stakeholders



Board of Supervisors

Mayor

Library Commission

Ad Hoc Committee

Program Advisory Committee

Community Forum (in each neighborhood)

Program Manager

SFPL Management

Management Team

Design & Construction Teams
Community & Library Staff
Staff Advisory Committee

Financial Oversight

Meetings

PUBLIC	TECHNICAL	MANAGEMENT
Library Commission	Branch Design Meetings	SFPL Management Team
Branch Library Bond Committee	Branch Construction Meetings	Branch Managers Meeting
Advisory Committee		DPW Management Meeting
Neighborhood Task Forces		Financial Oversight

Reports

WEEKLY	MONTHLY	QUARTERLY
SFPL Management Weekly Agenda	Library Commission Agenda & Minutes	Financial Report
	Branch Library Bond Committee Agenda & Minutes	

/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

e L. Brown, Jr.
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es A. Higueras, A.I.A.
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Steiman
President

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ie K. Chin
n A. Coulter
A. Streets
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Hildreth
ibrarian

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, November 7, 2001
TIME: 4:00PM
PLACE: Koret Auditorium, Main Library, lower level

DOCUMENTS DEPT
NOV - 5 2001
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA: * **

1. APPROVAL OF THE OCTOBER 2, 2001 MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 2, 2001.
   Explanatory document: draft minutes

2. APPROVAL OF THE OCTOBER 10, 2001 MINUTES — ACTION
   Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of October 10, 2001.
   Explanatory document: draft minutes

3. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
   (This a discussion item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of an introduction of the new Deputy City Librarian, a report on branch projects, a security report, an Ocean View project update, and a report on LSTA (Library Services and Technology Act) grants.

4. LIBRARY BUDGET PLANNING REPORT — DISCUSSION
   Presentation of and discussion of plans for the Library's budget.
   Explanatory documents: draft 2002/03 budget report and revised 2001-02 budget information.

5. BRANCH LIBRARY BOND COMMITTEE — ACTION
   Presentation of, discussion of, and possible action to abolish the Ad Hoc Commission Committee created to oversee all activities related to the Branch Library Bond Program.

6. INTERNET LEGISLATION UPDATE/INTERNET ACCESS POLICY DISCUSSION
Discussion of issues raised by the Public Internet Access ordinance recently adopted by the Board of Supervisors regarding the use of internet filtering software, including issues relating to internet access terminals used by children. This presentation may also include a presentation and discussion of the effectiveness of internet filters.
Explanatory Document: Copy of "Public Internet Access - Prohibition on Use of Filtering Software" Ordinance

7. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT DISCUSSION
Presentation and discussion of an update report on POE related Main Library projects including a POE timeline and design protocols and proposed 1st Floor improvements.

8. FRIENDS AND FOUNDATION REPORT DISCUSSION
(This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

9. UNION REPORT DISCUSSION
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. NEW BUSINESS DISCUSSION
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. PUBLIC COMMENT DISCUSSION
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT **(requires motion and public comment)** ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.
Michael Housh, Commission Secretary – 10/31/01

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

nsure the participation of the disabled public in all Commission public meetings, the following items
cerning accessibility will be available:

n Language interpreters or note takers will be available upon request. Please contact Services for the Deaf
Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late
uests will be honored if possible.

ound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf
Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late
uests will be honored if possible.

rson who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433
D) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and
ech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

utes of the meetings are available in alternative formats. If you require the use of a reader during the
ting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance
he need.

ividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities
uld call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San
ncisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees
be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

rary Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,
ret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The
sest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For
ormation about Muni's accessible service, please call 415/923-6142.

ere is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

essible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

e ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at
s meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s)
ponsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic
ices.

ow Your Rights Under The Sunshine Ordinance

vernment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards,
uncils and other agencies of the City and County exist to conduct the people's business. This ordinance assures
t deliberations are conducted before the people and that City operations are open to the people's review.

r more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco
ministrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator,
e Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-
9 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance
n be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's
bsite at www.ci.sf.ca.us/bdsupvrs/sunshine.

n Francisco Lobbyist Ordinance

tention: Individuals and entities that influence or attempt to influence local legislative or administrative
tion may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and
port lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics
mmission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site
tp://www.ci.sf.ca.us/ethics/.

ichael Housh, Commission Secretary
9/01

	BEST CASE			WORST CASE			
	TOTAL	GF	Prop Tax	TOTAL	GF	Prop Tax	
rget GF Reduction	$ 1,238,260	$ 742,956	$ 495,304	$ 2,011,920	$ 1,207,152	$ 804,768	
alary Savings	$ 1,300,000	$ 780,000	$ 520,000	$ 1,300,000	$ 780,000	$ 520,000	
ranch Electrical Projects		$ -	$ -	$ 250,000	$ 150,000	$ 100,000	Funds held on reserve for electrical upgrade projects at branch libraries. Planned upgrades will be incorporated into the bond funded renovation program.
ceanview Construction Balance		$ -	$ -	$ 181,076	$ 181,076	$ -	Project account balance of $280,854. Not yet encumbered is a $25k WO w/ Arts Commission for additional public art and $74,778 for various projects at Ocean View Branch Library
ranch Telephone System Replacement		$ -	$ -	$ 138,910	$ 83,346	$ 55,564	Original plan to upgrade telephone systems at 11 branch libraries. Library will delay upgrading of 5 branch library systems.
echnology Refreshment		$ -	$ -	$ 50,000	$ 30,000	$ 20,000	17% reduction of funds budgeted to replace personal computers and other hardware more than 3 years old. Balance of $250,000 remains for replacement.
ecurity Equipment (Branch)		$ -	$ -	$ 28,459	$ 17,075	$ 11,384	Represents 30% reduction of funds to purchase and install security equipment (I.e., gates, alarms, video cameras, etc.) at branch libraries. Delays implementation.
eplacement PU - O&M		$ -	$ -	$ 20,475	$ 12,285	$ 8,190	Funds budgeted to purchase a replacement pick-up truck for use by maintenance staff.
nternet Access Assessment (Consultant)				$ 15,000	$ 9,000	$ 6,000	Delays implementation of recommendations that will come out of the study. Leaves $20,000 to hire the consultant to complete the assessment.
rop 14 Planning (Consultant)				$ 13,000	$ 7,800	$ 5,200	Prop 14 consultant will be funded by bond funds.
rgonomic Materials & Supplies				$ 15,000	$ 9,000	$ 6,000	Represents 50% reduction in funds budgeted to purchase ergonomic materials and equipment.
ubtotal, Planned Reductions	**$ 1,300,000**	**$ 780,000**	**$ 520,000**	**$ 2,011,920**	**$ 1,279,582**	**$ 732,338**	
ARIANCE	**$ (61,740)**	**$ (37,044)**	**$ (24,696)**	**$ -**	**$ (72,430)**	**$ 72,430**	

Est. Based on 2001-02 Budgeted

CHANGE IN GENERAL FUND	-3.00%	-2.50%	-1.25%	0.00%	1.25%	2.50%	3.00%
SOURCES							
BASELINE REVENUE	$ 50,467,198	$ 50,467,198	$ 50,467,198	$ 50,467,198	$ 50,467,198	$ 50,467,198	$ 50,467,198
Property Tax	$ 19,783,883	$ 19,783,883	$ 19,783,883	$ 19,783,883	$ 19,783,883	$ 19,783,883	$ 19,783,883
GF Baseline Allocation	$ 30,683,315	$ 30,683,315	$ 30,683,315	$ 30,683,315	$ 30,683,315	$ 30,683,315	$ 30,683,315
PROJECTED GROWTH	$ (920,499)	$ (767,083)	$ (383,541)	$ -	$ 383,541	$ 767,083	$ 920,499
Property Tax	$ -	$ -	$ -	$ -	$ -	$ -	$ -
GF Baseline Allocation	$ (920,499)	$ (767,083)	$ (383,541)	$ -	$ 383,541	$ 767,083	$ 920,499
TOTAL REVENUE	$ 49,546,699	$ 49,700,115	$ 50,083,657	$ 50,467,198	$ 50,850,739	$ 51,234,281	$ 51,387,697
FUND BALANCE 1/	$ 3,149,977	$ 3,149,977	$ 3,149,977	$ 3,149,977	$ 3,149,977	$ 3,149,977	$ 3,149,977
TOTAL AVAILABLE REVENUE	$ 52,696,676	$ 52,850,092	$ 53,233,634	$ 53,617,175	$ 54,000,716	$ 54,384,258	$ 54,537,674
USES							
BASELINE BUDGET	$ 51,705,458	$ 51,556,983	$ 51,556,983	$ 51,556,983	$ 51,556,983	$ 51,556,983	$ 51,556,983
Operations	$ 50,822,019	$ 50,673,544	$ 50,673,544	$ 50,673,544	$ 50,673,544	$ 50,673,544	$ 50,673,544
Capital	$ 883,439	$ 883,439	$ 883,439	$ 883,439	$ 883,439	$ 883,439	$ 883,439
BASELINE ADJUSTMENTS	$ (549,077)	$ (549,077)	$ (549,077)	$ (549,077)	$ (549,077)	$ (549,077)	$ (549,077)
One-time Costs (Operations) 2/	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)
One-time Costs (Capital) 3/	$ (883,439)	$ (883,439)	$ (883,439)	$ (883,439)	$ (883,439)	$ (883,439)	$ (883,439)
MOU Salary Adjustments	$ 1,260,579	$ 1,260,579	$ 1,260,579	$ 1,260,579	$ 1,260,579	$ 1,260,579	$ 1,260,579
Fringe Benefit Adjustments	$ 315,145	$ 315,145	$ 315,145	$ 315,145	$ 315,145	$ 315,145	$ 315,145
Step M (Salary Step) Adj.	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Annualized Costs	$ 198,914	$ 198,914	$ 198,914	$ 198,914	$ 198,914	$ 198,914	$ 198,914
Work Order Increases	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Equip/Bldg Maint Contract Increases	$ 86,000	$ 86,000	$ 86,000	$ 86,000	$ 86,000	$ 86,000	$ 86,000
REVISED BASELINE	$ 51,156,381	$ 51,007,906	$ 51,007,906	$ 51,007,906	$ 51,007,906	$ 51,007,906	$ 51,007,906
NET AVAILABLE for POLICY BUDGET	$ 1,540,295	$ 1,842,186	$ 2,225,728	$ 2,609,269	$ 2,992,810	$ 3,376,352	$ 3,529,768
	3.11%	3.71%	4.44%	5.17%	5.89%	6.59%	6.87%

1/ Per FAMIS Screen 6400 "Balance Available for Appropriation" (Trial Balance 2SLIBNPR)

2/ Includes $173,749 for Tool Lending Center grant to SLUG.

3/ Includes $643,439 for Branch Telephone System Upgrade and $240,000 Branch M&R.

NOTE: Prop E sources include LPF (property tax) and General Fund baseline (GF, Library revenue, and Children's baseline).

FY 2002-03 LIBRARY PRESERVATION FUND BUDGET ESTIMATES
Est. Based on 2001-02 Budgeted

NET AVAILABLE for POLICY BUDGET	**$ 1,540,295**	**$ 1,842,186**	**$ 2,225,728**	**$ 2,609,269**	**$ 2,992,810**	**$ 3,376,352**	**$ 3,529,768**
POLICY BUDGET ITEMS	**$ 1,586,000**	**$ 1,586,000**	**$ 1,586,000**	**$ 1,586,000**	**$ 1,586,000**	**$ 1,586,000**	**$ 1,586,000**
New Integrated Library System (Assumes lease-purhase over 4 yrs.)	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000
WAN Upgrades/Computer Replacement to Support ILS	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000
Branch Facilities Maintenance Projects	$ 240,000	$ 240,000	$ 240,000	$ 240,000	$ 240,000	$ 240,000	$ 240,000
Mission Bay Librarian (1.0 Pos/0.5 FTE)	$ 39,000	$ 39,000	$ 39,000	$ 39,000	$ 39,000	$ 39,000	$ 39,000
Conversion of Project Read Positions	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Copying and Printing Costs Staff/Public	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Microform machines SF Hist/Newspapers & Magzine Centers (5 units)	$ 59,000	$ 59,000	$ 59,000	$ 59,000	$ 59,000	$ 59,000	$ 59,000
Inreased Reproduction Costs	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Branch Telephone System Upgrades (5 branches)	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000
BALANCE OR RESERVE	**$ (45,705)**	**$ 256,186**	**$ 639,728**	**$ 1,023,269**	**$ 1,406,810**	**$ 1,790,352**	**$ 1,943,768**
	-0.09%	0.52%	1.28%	2.03%	2.77%	3.49%	3.78%

FY 2002-03 LIBRARY PRESERVATION FUND BUDGET ESTIMATES
Est Based on 2001-02 Budgeted

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
1	City Librarian	Increase Travel Budget	Would increase travel budget from $30,000 to $50,000.	0.00	$ 20,000		$ 20,000
2	City Librarian	1404 Clerk	Clerical assistance for City Librarian's Office. Workload Issue.	1.00	$ 22,230	$ 22,230	$ -
		SUBTOTAL		1.00	$ 42,230	$ 22,230	$ 20,000
3	HR	Training Program	To increase training budget from $100,000 to $170,920 based on HR estimate of training needs.	0.00	$ 70,920		$ 70,920
4	HR	Recruitment Advertising	To advertise in websites and publications in an effort to recruit for Library positions.	0.00	$ 11,580		$ 11,580
5	HR	Recruitment Equipment	To purchase tables for Library conferences (8 @$600/table) and a recruitment rolling storage cart ($120)	0.00	$ 4,920		$ 4,920
6	HR	Copy Machine	To purchase a copy machine for HR use. Will support a staff of 12 and Project Read and Library for the Blind. Cost includes lease at $700/month plus $400/month for copies	0.00	$ 13,200		$ 13,200
7	HR	Shipping and Other Office Supplies	Costs for shipping recruitment materials to various Library conference locations ($5400) and general office supplies ($5000)	0.00	$ 10,400		$ 10,400
		SUBTOTAL		0.00	$ 111,020	$ -	$ 111,020
8	OCYS	Teen Services Unit	Add 1.0 3630. Base staffing is 3.5 FTE. Program enhancement.	1.00	$ 72,725	$ 69,225	$ 3,500
9	OCYS	Reproduction/Printing	To increase Reproduction Budget for OCYS	0.00	$ 8,000		$ 8,000
10	OCYS	Juvenile Hall-Circ/Collection	Stand -Alone collection system to reflect the Juv. Hall's holdings. Includes 1 PC, license, scanner, reader, barcodes, training, & retro conversion software)	0.00	$ 8,000	$ -	$ 8,000
		SUBTOTAL		1.00	$ 88,725	$ 69,225	$ 19,500
11	Branch	Branch Telephone System	2nd of 3 year plan to replace telephone system in Branch library System at 7 branches (Eureka Valley, Merced, Ortega, Parkside, Potrero, Marina, Western Addition)	0.00	$ 297,000		$ 297,000
12	Branch	Special Patrol at Eureka Valley	Funding Patrol at $300/month - total cost will be $3600 - current budget only covers $1500	0.00	$ -		$ -

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
13	Branch	Branch Staffing Increase	Six 3610's for the 6 smallest branches (former "Reading Centers")	6.00	$ 303,810	$ 303,810	$ -
14	Branch	Mission Bay Staffing	One 3632 for new Mission Bay Branch	1.00	$ 76,700	$ 76,700	$ -
15	Branch	Branch Self Charge/Express Checkout	Purchase a total of 10 machines at an estimated cost of $26,160/machine for placement at 5 branches (3 at Mission, 3 at Sunset, 2 at West Portal, 1 at Anza, 1 at Ingleside)	0.00	$ 261,600		$ 261,600
16	Branch	Subfinder Software Service/Maintenance	To support sophisticated staff scheduling software used in Branch System	0.00	$ 3,818		$ 3,818
17	Branch	3M Service Contract Increases	To cover service & maintenance on the 3 new self-charge machines purchases in FY 00-01. Estimated cost in $4000/machine	0.00	$ 12,000	$ -	$ 12,000
		SUBTOTAL		7.00	$ 954,928	$ 380,510	$ 574,418
18	Public Affairs	Reproduction & Mail Services	Increase Reproduction budget from $50,860 to $75,860	0.00	$ 25,000		$ 25,000
19	Public Affairs	Translation Services	To fund translation services to meet requirements of Bd of Sups Ordinance related to Equal Access to Services.	0.00	$ 10,000		$ 10,000
20	Public Affairs	Museum Preparator/Signage	To increase hours of two existing Museum Preparators from to .5 to .75 to help with anticipated workload increases in exhibits and signage.	0.50	$ 23,725	$ 23,725	$ -
21	Public Affairs	A/V System Equipment Refreshment	To replace video/data projector in Children's Center and the Stong Conference Room at cost of $14,250 each	0.00	$ 28,500		$ 28,500
		SUBTOTAL		0.50	$ 87,225	$ 23,725	$ 63,500
22	Main	Systemwide Assistive Technology Technician	1013 Senior Technician for ongoing development and maint. Of a system-wide assitive technology program - to be based in Automation Services and working with staff in Access Services, Branch and the Main.	1.00	$ 66,560	$ 66,560	$ -
23	Main	Archival Shelving for SF History Room/Hormel GLC in Brooks Hall	To fund additional archival shelving.	0.00	$ 5,212		$ 5,212

24	Main	3630 Floater 5th Floor	To fund half-time Librarian to be shared between the Mag/Newspaper Center and the Government Center.	0.50	$ 34,613	$ 34,613	$ -
25	Main	3630 SF History Room	To fund new full-time librarian to open SF History Room on Mondays. Suggesting closing on Sundays instead but since Mondays are longer day than Sundays - requires new staff.	1.00	$ 69,225	$ 69,225	$ -
26	Main	Book Drops for four LOW Sites	To allow LOW patrons to return books at their locations rather than waiting for the LOW to return to their site. Western Park apartments (one busy stop for LOW) has agreed to host a book return. Requestor is hopeful other busy stops will want to offer this service as well. Cost is approximately $600 per book drop including tax.	0.00	$ 2,396		$ 2,396
27	Main	Copying & Printing Costs for Staff & Public	To fund copying and printing for staff and the public in the Main, Branches and Automation. Currently, IKON contract covers this cost, however, new contract is in development that will likely not allow for this. ESTIMATED Cost breakdown is: $3620 for Branch copying, $9000 for Main/other divisions copying, $4250 for paper, $4500 for printer paper for whole system, $18,500 for toner for whole system.	0.00	$ 39,870		$ 39,870
28	Main	3630 Art/Music Center	To fund an Art/Music FTE. This additional FTE would make a current half-time position - fulltime. This person would allow Art/Music staff to participate in the Public Training Program, finish the conspectus quicker and do more outreach work.	0.50	$ 34,613	$ 34,613	$ -
29	Main	Microform Machines for Magazine/Newspaper Center and SF History Center	To purchase 7 Canon microform machines ($56,300) and $2000 for yearly maintenance. Currently, 6 of the existing microform machines and one printer is owned and maintained by IKON. The IKON contract is terminating and these machines will go away. In the current year budget - we are purchasing 3 new machines to add to 6 Canons already owned by the Library. The Library also owns 6 Minoltas that are old and in poor shape.	0.00	$ 59,000		$ 59,000
30	Main	Convert 1366 Special Asst. to 1.28 FTE in Project Read funded by Grant Funds.	This REDIRECTION would fully fund all Project Read positions except those portions of positions currently funded by the Friends & Foundation (1.10 FTE = .60 1424 and .50 1824)	0.27	$ 2,991	$ 2,991	$ -
31	Main	3M Self-Charge Machine for Children's Center	New Self -Charge Machine located in Children's Center to encourage self-check out. To help borrower services staff. Children's makes up 13-15% of Main circulation	0.00	$ 25,000		$ 25,000

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
32	Main	Shelving, Compact/Regular, Brooks Hall and 3rd Floor	Given that the 3rd floor of the Main has the largest collection of books and with an increase in the book budget - additional shelving is needed. In addition, additional shelving in Brooks Hall is needed to handle less used materials. Cost includes $18K for the 3rd floor shelving and $30K for compact shelving for Brooks.	0.00	$ 48,270		$ 48,270
33	Main	Wireless Access to SFPL Catalog	Request includes purchase of 2 wireless notebooks to help with reference questions in open stacks, deselection of collection, more efficient counting for the Conspectus and access to the catalog when book buying. (costs include notebook, wireless set0up and Light Pen)	0.00	$ 5,100	$ -	$ 5,100
		SUBTOTAL		3.27	$ 392,849	$ 208,001	$ 184,848
34	Automation	Integrated Library System Migration	To fund new ILS. Cost based on RFI issued March 2001.	0.00	$ 1,600,000		$ 1,600,000
35	Automation	Automation Services Technical Staff Upgrades	To convert 5.5 1012's and 1 .0 1013 to 6.5 1022. No FTE change. Conversion cost calculated assuming mid-step for all positions plus 25% fringe costs.	0.00	$ 73,599	$ 73,599	$ 0
36	Automation	Technology Refreshment	To refresh one third of the 1200 computers that the Library has. This is part of the Automation goal of replacing PC's every 3 years (which is industry standard).	0.00	$ 600,000	$ -	$ 600,000
		SUBTOTAL		0.00	$ 2,273,599	$ 73,599	$ 2,200,000
37	Tech. Srvcs	Technical Support for Library Materials	Funding would add 3.075 FTE (1 3618, .5 3610, 1 3602, and 3602 page conversions totaling .575). Redirection of $60,000 from professional services (spent on AIM)	3.07	$ 70,897	$ 70,897	$ -
38	Tech. Srvcs	Ergonomic Furniture Refreshment	To accommodate ergo needs of staff in Technical Services. This includes replacement of 10 workstations, and purchase of adjustable tables, computer tables, return tables, etc. BCC details all costs.	0.00	$ 30,300	$ -	$ 30,300
		SUBTOTAL		3.07	$ 101,197	$ 70,897	$ 30,300
39	IRMO	San Francisco Digital Library	To establish a new service unit to consolidate and coordinate the various electronic services of the library. Includes and upgrade of one 3632 to a 3634 and a new WebDeveloper positions (costed out at 1051 classification). In addition current staff would be reassigned to this unit.	1.00	$ 73,157	$ 73,157	$ -
40	IRMO	Electronic Resources & Service Materials	To purchase Title SourceII to facilitate book ordering ($11,500), To augment Teen/college/Career Materials currently paid for by the Carnegie Grant ($20,000), To purchase enhanced electronic reference resources including Tutor.com ($60,000), Webfeat ($50,000) and Oxford English Dict, Ency Brit, Mitchell's auto Repair, Grove's Dict ($40,000)	0.00	$ 181,500		$ 181,500

41	IRMO	International Distribution of Library Discards	To add to permanent pages to the IRMO budget to do work that is currently being done by Temp pages from the Main.	0.75	$ 31,029	$ 31,029	$ -
		SUBTOTAL		1.75	$ 285,686	$ 104,186	$ 181,500
42	O&M	Existing Vendor Contract Amendments for Energy Conservation Equipment Upgrades, New Equipment Service Maintenance at Chinatown, Main, and Brooks Hall	To pay for vendor contract amendments for energy conservation needs and equipment service and maintenance. Includes amendments to: YAMAS Controls, Pacific Coast Trane (related to new chiller at Chinatown), Bullzeye to service Brooks Hall coiling doors and new contract with Montgomery Kone for elevators service and maint. (for 5 months of FY 02-03 as current contract expires 2/03)	0.00	$ 93,140		$ 93,140
43	O&M	O&M/Engineering Staff Needs	Create new positions: 1 - 7205 Chief Engineer, 1 - 7347 Plumber, 2 - 7510 Light Fixture Maint.	4.00	$ 262,308	$ 262,308	$ -
44	O&M	Security Supervision Upgrade	Creation of new 8209 position to help in management and supervision of the security unit. Staff has increased - therefore supervision workload has increased.	1.00	$ 76,505	$ 76,505	$ -
45	O&M	Additional Security Staff	Add 4 custodians for heavy custodial workload throughout system. This would include detail work and floor care and cleaning throughout the system. Costed with 4 new mid-step 2708's plus fringe costs.	4.00	$ 185,770	$ 185,770	$ -
46	O&M	Street Sweeper	Purchase new street sweeper. BCC suggests manpwer savings and more effective cleaning.	0.00	$ 20,632		$ 20,632
47	O&M	Replacement Vehicle - Delivery Truck	To purchase a delivery truck because current vehicle is too small, old and unreliable.	0.00	$ 35,000		$ 35,000
48	O&M	Debris Box Service	To increase debris box service throughout the system. Boxes needed because additional project work at branches is demanding it. This will continue.	0.00	$ 10,000		$ 10,000
49	O&M	Recurring Infrastructure Maint for all Facilities	For infrastructure maint. Related to roofs, painting, sidewalk paving etc.	0.00	$ 90,000		$ 90,000
50	O&M	Interdepartmental Work Order Increases	Request for increase in WO's with various depts as follows: $110,000 with DPW-BBR for facility maint., $7500 for R& P, $8000 for vehicle maint and fuel.	0.00	$ 125,500		$ 125,500
51	O&M	Safety Supplies	For purchase of additional safety supplies.	0.00	$ 5,000		$ 5,000

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
52	O&M	Branch Library Enhancements	For replacement of carpet squares throughout Chinatown Branch that are worn and stained beyond repair ($50,000) and to purchase a irrigation system for the Marina Branch ($25,000)	0.00	$ 75,000		$ 75,000
53	O&M	Custodial Equipment	For replacement of custodial equipment including hepavac, power washers, wetdry vacuums and carpet extractors for projects at the branches. Currently, equipment and material have to be transported to each branch.	0.00	$ 10,000		$ 10,000
54	O&M	Security System Retrofit for Main Library	To upgrade the Main Library security system. Upgrade would involve Audio/Visual upgrades and Access Control upgrades	0.00	$ 269,968	$ -	$ 269,968
		SUBTOTAL		**9.00**	**$ 1,258,823**	**$ 524,583**	**$ 734,240**
		TOTAL		**26.59**	**$ 5,596,282**	**$ 1,476,956**	**$ 4,119,326**

RECOMMENDATIONS OF POST OCCUPANCY EVALUATION OF MAIN LIBRARY

FUNCTIONAL DESIGN ISSUES

Recommendations	Status	Timeline	Cost
1. Maintain design excellence in all modifications	Met with representatives of SMWM who are willing to review modification design and materials	Met 10/23/01, will establish meeting schedule as needed	Do not anticipate any cost
2. Increase public service activity on 1st and 2nd floors	Planning for relocation of Technical Services to free up space on 1st floor. Beginning to plan for 2nd floor modifications	Staff to plan 2nd floor modifications in '02. Design/bid by Summer '03, completed Spring '04. 1st floor impacted by relocation of Technical Services.	$800,000 estimate for 2nd floor bridge. Appropriated in 2001/02 budget from Library Improvement Fund. $1,890,00 estimate for expansions of 1st floor.
3. Relocate Technical Services to an off-site location	Library staff working with Real Estate to identify possible locations	Plan to bring potential location options to Commission in Spring 2002	$9 million in 2000 Prop A bond for support services center/Brooks Hall improvements
4. Combine 1st floor check-in/check-out desk	Being addressed in plan for Borrower's Services modifications	Concepts to be presented to Commission 11/01. Design/bid by Summer '02, completed Spring '03	$1,822,500 estimate. Appropriated in 2001/02 budget from Library Improvement Fund.
5. Combine/ relocate reference desks on floors 3,4,5	Not being considered at this time. Service desks are very difficult to remove. May do more planning for 3rd floor only as 1st, 2nd floor projects occur	Planning for 3rd floor renovation would not begin until 2004	$800,000 estimate for limited modifications on 3rd floor only; will only consider if funding available
6. Remove compact shelving on floors 3,4,5	Not being considered at this time. Minimal additional shelf space achieved for high cost. May consider for 3rd floor only.	Planning for 3rd floor renovation would not begin until 2004 Note: availability of space in Brooks Hall will impact collection location/access decisions.	$1,800,000 estimate for modifications to 3rd floor only; will only consider if funding available

LEGIBILITY ISSUES

Recommendations	Status	Timeline	Cost
7. Redesign signage and navigational system	RFP being issued 10/23/01 for signage consultant. Consultant will develop building-wide signage system.	RFP responses due 11/30/01. Contract issued by 2/1/02. Design completed by 5/1/02, construction documents by 8/1/02.	$50,000 for consultant in Spring 2000/01 supplemental approp. $350,000 signage fabrication estimate appropriated in 2001/02 budget from Library Improvement Fund.

8. Bridge 2nd floor and allow public access to elevators on 2nd floor.	Will be considered as part of planning for 2nd floor modifications	Staff to plan 2nd floor modifications in '02. Design/bid by Summer '03, completed Spring '04.	$800,000 estimate for 2nd floor bridge. Appropriated in 2001/02 budget from Library Improvement Fund.
9. Incorporate circular nature of atrium in signage system	See #7 above		

CAPACITY ISSUES

Recommendations	Status	Timeline	Cost
10. Move highly used collections to 1st, 2nd floors; create publicly accessible archive in Brooks Hall, move non-public functions out of Main Library	Planning on relocation of Technical Services to free up 1st floor space. Plan to modify Brooks Hall for public access, Friends/Foundation office being relocated.	Technical Services relocation options to Commission Spring 2002. Plans for Brooks Hall in 2003. Friends/ Foundation to relocate by June 2004.	$1,890,000 estimate for 1st floor expansions. $9 million in Prop A bond for support center and Brooks Hall improvements.
11. Increase number of carrels/tables with online access.	Study space and online connectivity is plentiful at this time, not being seriously considered.	Not applicable	Not applicable
12. Develop archival center in Brooks Hall.	Staff is considering various use options for Brooks Hall and is discussing status of space with other users.	Plan for Brooks depends on Technical Services location and other users' needs. Hope to clarify use plan by 2003.	$9 million in Prop A bond for support center and Brooks Hall improvements

LIBRARY STAFF OPERATIONS ISSUES

Recommendations	Status	Timeline	Cost
13. Improve rate of material returned to shelves	Being addressed in Borrower's Services modifications	Concepts to be presented to Commission 11/01. Design/bid by Summer '02, completed Spring '03	$1,822,500 estimate. Appropriated in 2001/02 budget from Library Improvement Fund.
14. Renovate loading dock	Included in April 2001 supplemental projects, currently being designed	Design/bid by Spring '02, awarded by '02 Summer, construction Fall/winter 2002	$34,500 plus project management costs
15. Mechanical shades reviewed for effectiveness	Staff has adjusted to shades, some removed, some permanently closed, individual control panels could be installed.	May install some individual control panels as needed	Can be absorbed in operating budget or April 2001 supplemental
16. Gather facilities concerns and address them	Many concerns have been addressed by staff or are in POE plans	On-going efforts to monitor facility	On-going costs are being built into annual budget

FACILITY STAFF OPERATIONS

Recommendations	Status	Timeline	Cost
17. Be proactive about maintaining facility	Facility staff is actively involved in this	On-going	Funds allocated as much as possible
18. Redesign 1st floor toilets	Dependent on relocation of Technical Services	Relocations options to Commission Spring '02. Cannot proceed until Tech. Services moved.	$306,000 estimate
19. Modify exit system doors for usefulness	Included in April 2001 supplemental projects, currently being designed	Design/bid by Spring 'o2, awarded by '02 Summer, construction Fall/winter 2002	$40,500 plus project management costs

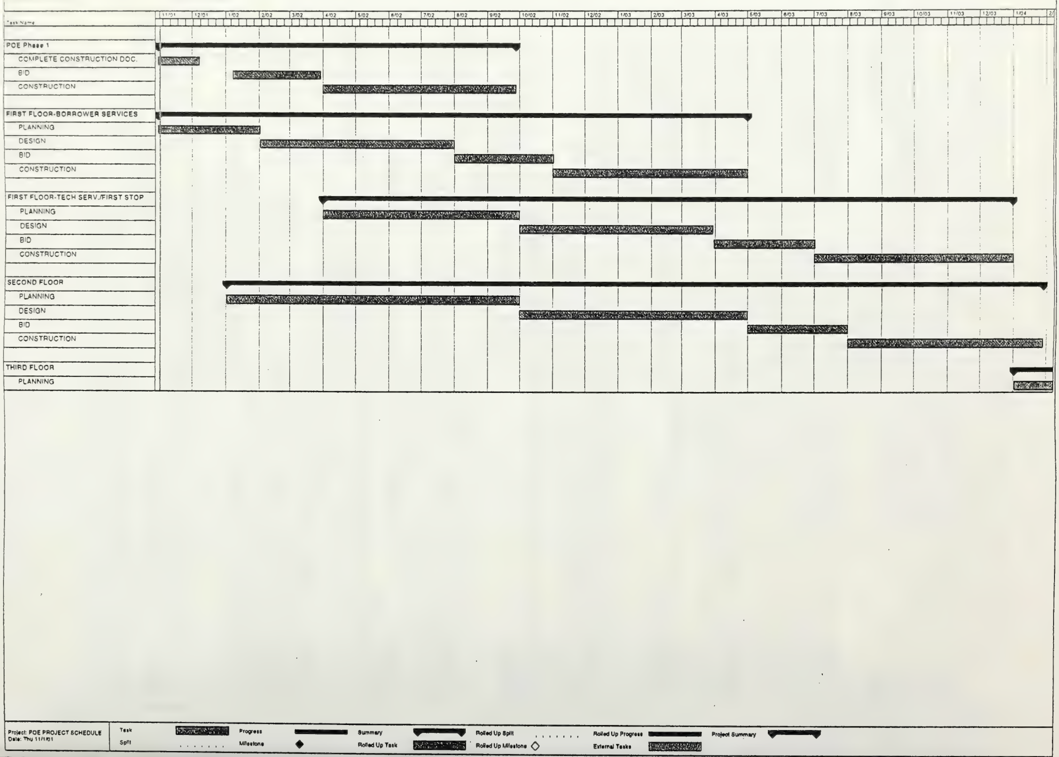
SUMMARY OF POE COSTS AND LIBRARY ACTIONS
(See Post Occupancy Evaluation, Volume 2, Section 3, Detailed Cost Information for Project Clusters)

POE Project	POE Cost	Library Action	Estimated Cost
1. Classroom addition and lower level shelving	$1,382,629	Modifying loading dock	$34,500 plus project management costs, part of $1,549,886 supplemental
2. 6th floor renovations	$798,719	Not considering	-0-
3a. Floors 1,2 – expand browsing & collections	$2,628,014	Expand browsing and collections on 1st flr. if Tech Services relocated	$1,890,000
3b. Floor 2 – collections and access	$2,460,767	Possible expansion/ 2nd flr. bridge.. PA system modification in April '01 supplemental.	$810,000 – Please note creation of 2nd floor bridge has NOT been decided
3c. Floors 1,2 – service desk expansion	$3,138, 582	Considering desk expansion on 1st floor.	$1,822,500
3d. Floors 1,2 – restroom expansion	$930,048	Considering 1st floor restrooms/security gates	$400,000
4a. Floors 3,4 – service desk relocation	$1,663,757	Not considering at this time. May consider 3rd floor in future.	-0-
4b. Floors 3,4 – expand collection areas	$3,719,894	Same as above	-0-
5a. Floor 5 – relocate shelving /increase room	$1,011,734	Same as above	-0-
6. Expansion - Brooks	$10,343,204	Considering mechanical/ electrical improvements –Please note that library may share costs with other users of Brooks	$4,550,000
Totals	$28,077,348		$9,472,500*

* This total does not include the April 2001 supplemental of $1,549,886. Without the Brooks Hall costs, which are funded in the Branch Library Improvement bond, the total is $4,922,500.

SAN FRANCISCO MAIN LIBRARY POE PROJECTS

SCHEDULE OCT. 31, 2001



Amendment of the Whole
10/01/01

FILE NO. 010940 ORDINANCE NO. 206-01

[Public Internet Access – Prohibition on Use of Filtering Software]

Ordinance amending the San Francisco Administrative Code by adding Chapter 22C to prohibit the use of Internet filtering or content blocking technology ("filtering software") on City-owned computers used as public Internet access terminals.

Note: This entire Chapter is new.

Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Administrative Code is hereby amended by adding Chapter 22C, to read as follows:

CHAPTER 22C. PUBLIC INTERNET ACCESS

Sec. 22C.1. Findings and Purpose of Chapter
Sec. 22C.2. Definitions
Sec. 22C.3. Prohibition on Use of Filtering Software
Sec. 22C.4. Appropriation Requests based on Loss of State or Federal Funding

SEC. 22C.1. Findings and Purpose of Chapter.

Existing Internet filters and content blocking technology ("filtering software") regularly block access to useful and constitutionally protected information. Accordingly, the purpose of this Chapter is to ensure that where the City and County of San Francisco ("City"), or any department thereof, offers public Internet access through City-owned computers ("public Internet access terminals"), such terminals shall provide members of the public with uncensored access to information available on the Internet.

SEC. 22C.2. Definitions.

(a) For purposes of this Chapter, "filtering software" shall mean any technology designed to block access to information, websites and other materials on the Internet based on the words, images or other content contained therein.

(b) For purposes of this Chapter, "public Internet access terminals" shall mean any City-owned computers or other City-owned equipment designated by the City to provide Internet access to members of the public. "Public Internet access terminals" shall not include public Internet terminals designated by the City to be used exclusively or primarily by individuals under the age of 13.

Sec. 22C.3. Prohibition on Use of Filtering Software.

Where the City, or any department thereof, offers public Internet access through public Internet access terminals, the City shall not use or install internet filtering software on such public Internet access terminals.

Sec. 22C.4. Appropriation Requests Based on Loss of State or Federal Funding. Where a City department provides public Internet access terminals and loses, or is at substantial risk of losing, Federal or State government funding or subsidies ("Funding") as a result of compliance with the prohibition on use of filtering software under this Chapter, the department head, or his or her designee, shall notify the Board of Supervisors and the Controller, in writing, of the department's estimated loss of Funding within 90 days of discovery of this potential or actual loss of Funding for the applicable fiscal year. In such notice, the department head, or his or her designee, shall also indicate the extent to which such loss of revenue may cause a negative impact on the quality, quantity or availability of the department's services or operations. Where a department establishes that such loss of Funding will cause the department to substantially reduce the quality, quantity or availability of its services or operations, the Board of Supervisors and the Mayor shall treat such information as a significant factor in favor of granting the department a funding appropriation in an amount equal to the estimated loss of Funding during the applicable fiscal year.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney

By: Adine Varah
ADINE K. VARAH
Deputy City Attorney

City and County of San Francisco

Tails

Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 010940 **Date Passed:**

Ordinance amending the San Francisco Administrative Code by adding Chapter 22C to prohibit the use of Internet filtering or content blocking technology ("filtering software") on City-owned computers used as public Internet access terminals.

October 1, 2001 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

October 1, 2001 Board of Supervisors — PASSED ON FIRST READING AS AMENDED

Ayes: 9 - Ammiano, Gonzalez, Hall, Leno, McGoldrick, Newsom, Peskin, Sandoval, Yee
Absent: 2 - Daly, Maxwell

October 9, 2001 Board of Supervisors — FINALLY PASSED

Ayes: 10 - Ammiano, Gonzalez, Hall, Leno, Maxwell, McGoldrick, Newsom, Peskin, Sandoval, Yee
Absent: 1 - Daly

File No. 010940

I hereby certify that the foregoing Ordinance was FINALLY PASSED on October 9, 2001 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young
Clerk of the Board

OCT 19 2001

Date Approved

Mayor Willie L. Brown Jr.

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DRAFT

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SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, November 7, 2001.
The San Francisco Public Library Commission held its regular meeting on Wednesday, November 7, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:09PM by Vice President Steiman.
The following members were noted present: Commissioners Bautista, Coulter, Steiman, Streets, and Swig.

Commissioners Chin and Higueras were noted excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

An anonymous member of the public commented favorably on the reporting of remarks attributed to President Higueras on page 9 that the Friends and Foundation charrette was a promotional event distinct from the Commission's role in overseeing construction of branch libraries and on Page 12 that the charrette was the kick off for the capital campaign for the branches rather than a formal planning event. This anonymous member of the public expressed the view that comments in the Minutes by members of the public were not as fully reported citing comments on the Approval of the Minutes and Adjournment agenda items attributed to the anonymous member of the public. Mr. Peter Warfield found parts of the Minutes improved but criticized reporting of his page 1 comments on approval of the Minutes related to comments attributed to Dallas Shaffer and David Binder and his page 3 comments suggesting that the agreement for the Mission Bay Branch Library gave staff a blank check to develop this branch without Commission approval or public input. Mr. Warfield expressed regret that the agenda mailing had not included a copy of the term sheet outline which made it difficult to understand the comments related to it. Mr. Warfield also noted that there was no mention in the page 6 report on the City Librarian's Report concerning the new catalog nor any mention of his comments concerning the new catalog. Mr. Warfield further noted that comments concerning a page 8 report that damage was occurring to tables from ordinary use were also not included. Mr. Warfield also commented that a page 11 report did not include his comments concerning a lack of information about days and times or agenda for the charrette and that a page 12 report inaccurately reported his reference to someone else's remarks concerning the availability of other means of finding furniture.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

The Commission Secretary observed that members of the public who wished to comment on or amend their reported public comment on an item could do so by submitting a public comment summary statement as authorized by the Sunshine Ordinance.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of October 4, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001

Vice President Steiman continued this item until the next meeting of the Commission.

AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

City Librarian Susan Hildreth introduced the new Deputy City Librarian Paul Underwood and briefed the Commissioners on his distinguished career in library service.
Ms Hildreth next provided the Commission with an update report on work being done at the Visitacion Valley Branch Library. In response to a query by Commissioner Bautista at the previous Commission meeting, the City Librarian outlined the measures she had undertaken to increase security at the Main Library giving special attention to increased security in the lading dock area, Brooks Hall, the Main Library Mail Room, and to increase security awareness among library staff. Ms. Hildreth noted in connection to the increased security awareness that new rules concerning limitations on patrons bringing carts and large packages and bags into the library had been posted. Ms. Hildreth next discussed several enhancements being made to the new Ocean View Branch Library with remaining available funds including upgrades to its public art work, a flushometer, an electric door, and an additional security camera. The City Librarian then outlined recent LSTA (Library Services and Technology Act) grants which the Library had received. Finally Ms. Hildreth informed the Commissioners, that Dale Carlson, former Library Commissioner and current President of the Friends and Foundation of the San Francisco Public Library had be selected as the California Library Association (CLA) President's Award winner for 2001 in recognition of his service to and leadership in behalf of the San Francisco Public Library.

PUBLIC COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the funds being spent on the Visitacion Valley Branch Library, a rental facility, and queried as to the amount and source of these funds. This individual further noted that the policy on packages could be as controversial as the Patron Conduct Policy and wondered if homeless individuals might be subjected to greater scrutiny than ladies with large purses. Finally, the anonymous member

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public

of the public wondered about the flushometer. Mr. Peter Warfield welcomed the new Deputy City Librarian and expressed a hope that he would work to improve public service. **Mr. Warfield further expressed thanks to the Commissioner who had suggested amending the Minutes to reflect changes he had requested and challenged the accuracy of the Commission Secretary's observation concerning these comments.**

COMMISSION COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

Commissioner Bautista inquired about and was informed by the City Librarian concerning the steps that that Library had undertaken to safeguard its rare book collections in the event of an emergency. Commissioner Coulter expressed happiness at Mr. Carlson's selection as this year's winner of the CLA President's Award and commented on his extensive record of support for and service to the San Francisco Public Library. Commissioner Coulter **suggested that the Commission consider adopting a resolution commending Mr. Carlson for his contributions.** In response to questions by Commissioner Streets, the City Librarian discussed in detail how budget resources had been reallocated to cover the increased security efforts rather than the creation of any new positions. Vice President Steiman noted while the Commission had heard many reports concerning the need for work at the Visitacion Valley Branch additional background would be helpful. Ms. Hildreth then discussed in greater detail the need for undertaking in particular the electrical upgrades required to make this rented branch location function properly until it is replaced as planned with a new facility by the branch library bond program.

AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

Library Finance Director George Nichols presented a very detailed outline of the situation facing the Library during the remainder of this fiscal year in light of the Controller's and Mayor's Budget Office instructions to consider reductions in General Fund related expenditures given the current economic climate and expected downturn in city revenues. Mr. Nichols noted that the Board of Supervisors Finance Committee would be addressing these matters at its meeting taking place simultaneously with the Commission meeting and would be expected to consider changes in city spending to address any projected budget deficits. The Library Finance Director reported the Mayor and the Controller currently expected a revenue shortfall of $61 to $100 million in this fiscal year and had directed that the Library reduce its General Fund expenditures by $1.1 to $2 million to meet its share of the funding shortfall. Mr. Nichols informed the Commission that Library Administration was able to make up the lesser amount of the proposed cuts without reductions to public service or the book budget through use of accrued salary savings due to attrition and minor spending reductions. The Finance Director noted however, that should larger reductions be required, some capital projects could be slowed or delayed to free additional funds to bridge the loss of revenue. Mr. Nichols next discussed in detail specific amounts and projects that could be delayed or reduced to produce the additional amounts needed.

Mr. Nichols then provided the Commissioners with an extensive overview of the framework and initial figures for the proposed 2002/2003 Library Budget. The Library Finance

Director discussed the difficulties involved in projecting revenues for the next fiscal year due to economic uncertainties but suggested that it was likely that the Library would ultimately have no significant change in expected revenues from the current adjusted year levels due to the unique nature of the funding available to the Library under Prop. E (Library Preservation Fund) including the $1.1 reduction which he had just discussed. Mr. Nichols identified $53, 617,000 as revenues expected and $51, 007,906 as projected expenditures for FY 2002/2003. Mr. Nichols expected to have a budget reserve of $2.6 million or 5.2% of the proposed budget available above expected expenditures. The Library Finance Director discussed various one time costs such as the Tool Lending Center, $883,000 in one time capital project expenses related to the branch library telephone system and deferred maintenance costs that could be saved in the next budget. Mr. Nichols then reported on the likely impact of various salary adjustments, and FTE (full time equivalent) adjustments, and inter-departmental work orders. The Library Finance Director outlined the first steps in budget planning in noting that 54 Budget Change proposals were submitted by staff and outlined some of those under active consideration. Mr. Nichols noted that many of the proposals submitted could be seen as a wish list but that they each represented identified real needs that could improve library services. Mr. Nichols identified priority items as funding for the new integrated library system (ILS), continuing to fund branch library maintenance, funds for networks and terminals for the ILS system, creation of a .5 Librarian II position for the proposed new Mission Bay Branch Library, converting some Project Read positions to library positions, and copying and printing costs formerly covered by the Ikon contract. Other items Mr. Nichols called attention to included funding for reproducing library materials and continued upgrade of the branch library phone system. In order to achieve some savings to pay for some of these proposals Mr. Nichols proposed that the ILS (integrated library system) be purchased on a lease/purchase arrangement. The Library Finance Director recommended that the Library take a very prudent stance in order to anticipate a continued troubled economic outlook and thus postpone if not avoid all together having to make any reductions in ongoing programs or any public services.

Mr. Nichols urged the Commissioners to review the materials presented for discussion. The Library Finance Director noted that he would provide updated information on the changing revenue outlook and solicit Commission comments on the staff's recommended budget proposals at the December Commission meeting before presenting a budget package for adoption at the January Commission meeting.

Public comment on Agenda Item #4 **LIBRARY BUDGET PLANNING REPORT**

Mr. Peter Warfield expressed happiness that there was no proposal to reduce the book budget, but expressed concern at the proposed reduction of expenditures on ergonomic equipment and supplies. Mr. Warfield noted the potential for injury and discomfort of patrons and staff and inquired as to whom these reductions might effect. Mr. Warfield also asked concerning the effect of the proposed salary savings on public service. Mr. Ed Regan commented that should there be a decline in revenue that could lead to reductions of hours at branches that the Commission go easy on converting branches in rental locations to new city owned facilities. Ms. Melissa Riley, Librarian's Guild, inquired concerning the nature of the .5 Librarian II position proposed for the new Mission Bay Branch Library and was

The number of members of the public who spoke anonymously at this meeting. 1

informed by the City Librarian that these were planning positions.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

In response to questions by Commissioner Streets and Vice President Steiman concerning the 14 positions created in this year's budget, Mr. Nichols explained that all of the positions in the current budget were in process of being filled and that there was no proposal to hold positions vacant to create savings. He additionally explained that excess salary savings amounts are generated by the very nature of the re-assignment process mandated for the Library to use. Mr. Nichols further noted that the budgets for fringe benefits are set by the Controller and are not within the Library's control. The Library's Finance Director suggested that this was an area where negotiation to address the amounts calculated should be pursued. In response to a question by Commissioner Streets, Mr. Nichols confirmed that the General Fund dollars remaining in the Ocean View Branch Library Project account must be returned to the General Fund and that under normal circumstances there might not have been pressure to do so, but given current circumstances returning these funds was the best way to minimize any likely impact on public services. In response to another query by Commissioner Streets, Mr. Nichols discussed the timeline for expiration and negotiation of the Library's labor contracts noting that there should be little impact on the current budget and only partial impact in the next budget. He also informed Commissioner Streets that the Library continued to pursue grant funding to improve computer equipment. The Library Finance Director also informed Commissioner Streets that while the Mayor and the Controller were monitoring expenditures it was as yet unknown if the Board of Supervisors might mandate reductions. He then discussed the process used to monitor ongoing expenditures. Commissioner Streets requested that the timeline and additional information concerning preparation of the 2002/2003 Library Budget be made available to the Commissioners in sufficient time for them to study the materials and formulate their responses and questions.

In response to a query by Vice President Steiman, Mr. Nichols noted that there was little difference in the cost of the ILS between purchase and the proposed lease/purchase approach. Mr. Nichols further informed Vice President Steiman concerning plans for branch library electrical upgrades in view of the bond program. In answer to a question by Commissioner Swig, both Mr. Nichols and the City Librarian discussed the situation involved with the funding for the Tool Lending Center and indicated that they did not propose to fund it from Library funds again this year but indicated that decision had been made by the Mayor's Budget Office. Vice President Steiman expressed admiration for the good work of the program but hoped that it would be funded from other sources in the future. In answer to questions by Commissioner Bautista, Mr. Nichols explained about how staff training funding was used and how staff input from each library department was gathered in the Budget Change Concept (BCC) proposal process and proposed to send her copies of all of the submissions for her review. The Library Finance Director proposed to provide more details of each of the identified priorities for the Commissioners' review and consideration prior to the December meeting.

AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

An anonymous member of the public commented on the discussion concerning the Branch Library Bond Committee at the October 10th Commission meeting which in this individual's view centered on the private sacrifices that Commissioners must make when they accept a public role. The anonymous member of the public noted that this is a situation that faces every local agency in California. The anonymous member of the public found that the Commission's proposal (to eliminate its Committee) to address bond related matters at the full Commission a shame and spoke volumes about the issues involved. This individual commented that several Commissioners had complained that they were unable to attend the planning charrette held by a private organization and that it was the purpose of the law that the Commission undertake its own deliberations and planning and generate excitement and interest in its plans. This person noted that the challenge to the Commission was to bring these matters before them rather than surrendering them to what appeared to be a staff committee. Mr. Peter Warfield expressed disappointment that there was no presentation of matters related to this committee. Mr. Warfield observed that it was important that the Commission maintain strong oversight over the bond process. Mr. Warfield recalled that previous discussion by the Commission had proposed that the Commission act as a Committee of the Whole to address bond related matters at a regularly scheduled second meeting each month. Mr. Warfield expressed concern that the Commission was acting to eliminate this subcommittee without creating a replacement Committee of the Whole or setting a schedule of meetings to address these matters. Mr. Warfield noted that the bond program was a major $106 million long range project taking many years and requiring strong oversight and that the Commission should take formal action to create a Committee of the Whole and set a schedule of regular meetings.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Commissioner Bautista noted that the Commission had thoroughly discussed this matter and it was clear that the Committee was unworkable as the way to oversee the bond program.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the Ad Hoc Branch Library Bond Committee be abolished.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #6 REPORT INTERNET LEGISLATION REPORT

City Librarian Susan Hildreth brought the Commissioners up to date on recent developments regarding the filtering of the Library's public access computers and provided them with details of the recently enacted city ordinance authored by

Supervisor Mark Leno. The City Librarian reported that the new ordinance forbids the filtering of the Library's public access computers except that it leaves to the discretion of the Library Commission whether to address the issue of filtering Internet access on the Main Library Children's Center computers and those computers designated for children under the age of 13 in branch libraries. Ms. Hildreth then introduced respected national expert on Internet filtering issues Librarian Karen Schneider for a presentation.

Ms. Schneider spoke about her extensive professional background as a manager of the Librarian's Index to the Internet and as librarian and author involved in addressing Internet access issues. Ms. Schneider discussed in detail the various methods used in filtering access to Internet sites identifying the problems and difficulties inherent in such efforts. Ms. Schneider called attention to the very significant 1st Amendment issues involved in limiting Internet access and discussed in some detail the very subjective nature of how access-blocking decisions are made by private firms that insist on keeping secret the lists of sites they decide to block.

Ms. Schneider spoke extensively about the findings of the Internet Filtering Assessment Project that determined that no filtering system worked well and all had serious accountability problems often resulting from hidden agendas. Ms. Schneider noted that there was often no rationale offered for why something cannot be seen; about who made the decisions on what to block; why access would be denied on the Internet but would never be denied in other formats such as books; and finally whether there exists any real problem of significant inappropriate access to problematic Internet sites by children at public libraries.

Ms. Schneider suggested that there were a number of ways that could be more effectively used to address any perceived problem such as: providing pro-active guidance on computers dedicated to children's use; drafting policies which address inappropriate behavior; and often simply locating or grouping children's access computers in highly visible central locations. Ms. Schneider commented that in her experience children primarily sought out appropriate resources, and that children tended to be most conformable congregating in children's areas often sharing use of a terminal as they did their work. She observed that while there might be some thrill seeking/rile the librarian behavior that children do not represent a major problem of Internet misuse.

PUBLIC COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

An anonymous member of the public noted the importance of the presenter's remark that if no one sees what you do then know one will know. The anonymous member of the public noted that this was a national issue and the Commission was addressing this issue in response to the Board of Supervisors adopting a policy in response to the federal Children's Internet Protection Act, that threatened loss of federal funds unless computers were filtered. This person inquired if the language of the amended version of the ordinance exposed the Library to a loss of funds. This individual further commented that children have 1st Amendment rights as well, that this issue was not about someone encountering

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objectionable material on the Internet, and that if you restrict children's access you could create restricted people living in a fantasy world. This person observed that as a child taking advantage of access to information that maybe parents would have denied encouraged natural curiosity and encouraged greater intellectual growth. Mr. Peter Warfield wondered if such a presentation had been made to the Board of Supervisors. Mr. Warfield observed that the points raised were useful and showed why filtering does not work. Mr. Warfield further commented that there were other issues more problematic in this regard. Mr. Warfield suggested that a proposed interfiling of children's and adult materials in some branch libraries could lead to a potential problem with intermixing adult and children users making identifying which computers are primarily for children's use more difficult. Mr. Warfield additionally noted that identifying which computers would be covered by this ordinance would be difficult as use of the libraries changed on different days and at different times. Mr. Warfield commented that the terms of the Gates Grant that provided the Library with a great number of personal computers on condition that they be unmediated and filtering could create a conflict with the terms of the grant. Mr. Warfield recounted a presentation that he had heard at an American Library Association meeting in which the presenter suggested that librarians did not filter the Internet but merely selected the information made available as they did with all of the other information in the library. Ms. Melissa Riley, the Librarian's Guild reported the Guild's efforts at the Board of Supervisors in support of the Library's opposition to Internet filtering based on their support for the ALA Library Bill of Rights, the ALA Code of Ethics, and the San Francisco Public Library's Mission Statement. Ms. Riley noted the great importance of upholding the right to free access to information.

COMMISSION COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

The City Librarian noted that in fact the Gates Grant was specifically and deliberately silent on the issue of Internet filtering and the reference to unmediated access meant that they had to be used for public access rather that use at a reference desk or for staff use. Ms. Hildreth noted that the terms of the Children's Internet Protection Act (CIPA) required filtering of all library computers and that the Board of Supervisor's decision effectively meant that the Library would not comply with the requirements of CIPA whatever was decided to do involving the children's computers. Commissioner Coulter congratulated the presenter on an excellent presentation and agreed with Ms. Riley's comments. He suggested that the evidence seemed to indicate that there was not a real problem with inappropriate access with few complaints. The City Librarian reported receiving few complaints and that by the far the bigger complaint was inadequate access due to a lack of enough computers. Ms. Hildreth reminded the Commissioners of a study of the Library's Children's Center computers done concerning this issue which found fewer that 1% of sites accessed could be deemed inappropriate. The City Librarian noted that further studies of the specific sites accessed seemed to indicate that the majority of visits to those sites seemed the result of common misspelling of the names of frequently accessed sites. Commissioner Coulter expressed appreciation that the Board of Supervisors had left the decision relating to the

children's computers to the discretion of the Commission and suggested he saw little evidence of any need to change the Library's policy on this issue. In response to a question by Vice President Steiman, Ms. Schneider provided more background on various filtering options, but concluded that they are poor products and all of them can be got around by anyone with modest computing skills. Ms. Schneider then discussed the reality that all of the resources of the library are available to children and that the best way to respond to questions about computer access is to structure guided access. In response to a question, why not filter, posed by Vice President Steiman, Ms. Schneider noted that questions quickly arise such as: who is a child; about making presumptive judgements about what individual parents may want for their children; about the random effectiveness of filters, about the ethical issues raised of conditioning children to a censored environment, about the simple fact that children already have many points of access to the Internet, and finally that filters create a false sense of security. Ms. Schneider noted that education about how to properly use the Internet was an important element. In response to a question regarding what is done when a child is found accessing inappropriate Internet sites, the City Librarian noted at if complaints are made to a librarian about Internet viewing by any patron either adult or child that the librarian could ask the patron to go to another site. Ms. Hildreth noted that particularly in the branches there were computers available with privacy screens so that those who wished to access sensitive sites could do so in privacy. In response to a question by Vice President Steiman, Ms. Hildreth reported that when children's library cards are issued parents are provided with written materials concerning their children's use of the library. Toni Bernardi, Library Children's Services Coordinator, reported that there are two specific handouts provided; one to children discussing Internet safety, and one for parents which discusses the advantages/concerns with the Internet, informs them of the Library's open access policy, and urges parents to become involved with their child's use of the library. Ms. Bernardi also noted that the Library's Children's Center computers are set up to guide children to recommended sites. Ms. Bernardi also discussed the findings of the study concerning inappropriate access on Children's Center computers reporting that the evidence indicated that there was not a problem. She noted that children's use of the computer was very social and that context did not favor such inappropriate uses. Ms. Bernardi concluded that while this might be perceived to be a problem it did not seem to be an actual one.

AGENDA ITEM #7 POE UPDATE REPORT

City Librarian Susan Hildreth provided the Commissioners with an update on the Main Library improvements proposed in response to the Post Occupancy Evaluation (POE) Report. The City Librarian reported that she would discuss in greater detail aspects of the timeline for POE related projects and a report identifying specific costs related to specific POE recommendations at the December meeting of the Commission when President Higueras who had requested this information could be present. Ms. Hildreth noted that library staff had identified 19 specific projects with a total cost of $9.4 million rather than the $28 million figure which had been discussed as the possible cost of doing all of the proposed modifications called out in the POE. Of this amount Ms. Hildreth observed

nearly half was allocated to improvements to Brooks Hall and only about $5 million for projects in the Main Library. She reported that Simon Martin Vegue Winkelstein Moris, architects of the Main Library had agreed to serve pro bono as design consultants on proposed Main Library improvements. The City Librarian then introduced Kathy Lawhun, Chief of the Main Library for a presentation on proposed modifications to the 1st Floor Borrower's Services area.

Ms. Lawhun described how a staff committee of six 1st Floor staff members, originally chaired by former Chief of the Main Ned Himmel, assisted by Phil Sowers of the Bureau of Architecture had developed proposed solutions to POE related issues during a year long process. Ms. Lawhun identified the POE recommendations to be addressed as: #4 to combine the check in/check out desk to better utilize staff and serve the public: #8 to restructure the entry sequence on both the 1st and 2nd Floors to make it less confusing and relate the Information Desk so it is more visible and accessible to patrons; # 13 to improve the rate of return of materials to the shelves by relocating the Sorting Room adjacent to the materials return desk and improve the book drops. Ms. Lawhun reported that the proposed response to these recommendations was to suggest reconfiguring the Borrowers' Services public area. The registration/checkout/check-in functions would be combined and relocated further into the atrium for greater visibility. An express return area would be created where the registration/library card desk is presently located, and an express check out area would be created in a prominent location. A corner would be removed from the 2nd Floor stairway to allow for expansion of check-in/checkout, and a redesigned Information Desk would be relocated to the present checkout location. A new acquisitions area would be created in the area presently behind the checkout area so patrons will see books and library materials when they first enter the building. The security gates would be located further into the curved area of the atrium to allow a clear view of the public services area and to reduce a tripping hazard. Ms. Lawhun continued that the staff task force additionally recommended relocating the Sorting Room to the 1st Floor and creation of a new efficient sorting area adjacent to where materials are returned. Involved in this move would be opening an elevator entry into a redesigned staff work area in that part of the 1st Floor. Ms. Lawhun noted that the guiding motivation underlying these proposed changes was improved public services. She noted that the relocated service desks would be both more visible and reduce the need for patrons to wait in line. The Chief of the Main reported that these changes would facilitate faster return of materials to the shelves for patrons to borrow. She noted that the redesigned desks would include features that would also serve to improve staff efficiency. Ms. Lawhun noted that these proposed improvements would allow Borrowers' Services staff more varied duties, reduce time lost by consolidating now separated functions, reduce the number of times books and materials are handled and eliminate the need to use a conveyor system that sometimes damaged materials, and improved workflow would result from having the more efficiently designed sorting function next to the materials return area. The Chief of the Main also pointed out redesigned desks could resolve a number of on-going ergonomic problems as well.

Ms. Lawhun showed the Commissioners drawings of both the existing and proposed redesigned 1st Floor areas and identified the location of each of the previously described improvements on the drawing. The Chief of the Main indicated that further development of these proposal would continue into January 2002 followed by a more detailed design phase by Mr. Sowers in February 2002 until August 2002, with possible construction beginning in November 2002 through April 2003. Ms. Lawhun highlighted the proposed increase of express checkout stations from 1 to 4 including the availability of express checkout of video materials. Additionally, she pointed out that express return area counters would include identified ergonomically designed sorting bins to facilitate patron self-sorting of materials and simplify staff handling of materials. Ms. Lawhun responded to Vice President Steiman's query concerning how to do this extensive redesign and relocation work with minimal disruption to patron service by outlining the preliminary staged planning being developed by staff. She further commented that placing express checkout machines on various floors and temporarily using various paging desks throughout the building for checkout could serve to maintain services during the actual 1st Floor reconfiguration process. The Chief of the Main also noted that the work could be done on a swing shift basis to minimize impact during the busiest times of the day. The City Librarian noted that flexibility of design was a major consideration in these changes to allow for future changes as needed.

Vice President Steiman called for a brief recess at 7:03 PM
Commissioner Streets left the meeting during the recess.
The Commission returned to session at 7:08 PM

PUBLIC COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

None offered.

COMMISSION COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

Commissioner Coulter expressed happiness that SMWM, with their strong attachment to maintaining the beauty of the building, had agreed to advise the staff on the proposed design changes to maintain the integrity of the building's design and commented that the staff seemed to have engaged in a careful and thoughtful effort to make the needed improvements. Commissioner Coulter suggested that making the express checkout available throughout the building might be something the Library would want to continue. In response to a question by Commissioner Swig regarding the potential to reduce need for staffing in Borrowers' Services, Ms. Lawhun indicated that their wouldn't be a reduction in staff as a result of these changes but neither would their be any need for increased staffing. Vice President Steiman commented that these changes would make providing services both easier for the staff and better for the public. In response to a question by Commissioner Bautista, Ms. Lawhun noted that the proposed location for the new acquisitions area was largely unused at present. The City Librarian called attention to the additional potential impact on the Main Library's 1st Floor design of the likely relocation of Technical Services which would then provide increased space for audiovisual materials and allow bring down of

the fiction collection from the 3rd Floor. In response to a question regarding efforts to dampen noise levels in the atrium by Commissioner Bautista, Mr. Sowers described some of the steps being considered to resolve those problems. Commissioner Coulter pointed out that it was very important to clearly understand that the POE Report described a variety of proposed alternative responses to a number of perceived problems for the Library's consideration which in total had a $28 million price tag, but that amount only reflected the choice to undertake all of the possible alternative choices offer in the report. Vice President Steiman observed that action would be taken on various part of the POE report over time and that these issues would certainly continue to be extensively discussed as the available choices were considered.

AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library, provided the Commissioners with a report on recent Friends and Foundation activities. Among the items reported were: an announcement that the results of the charrette would be posted on the Friends and Foundation website in January; that book sales were returning to their pre-September 11th levels; that the Fall lectures series was continuing with excellent attendance; and the Friends and Foundation Board was continuing in its search process to select a permanent Executive Director.

AGENDA ITEM #9 UNION REPORT

None offered

AGENDA ITEM # 10 NEW BUSINESS

No items were proposed.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public commented the Minutes had missed the point of a previous public comment about the Commission discontinuing reciting the Pledge of Allegiance at Commission meetings (in 1988) despite that fact that this was the practice of the Board of Supervisors and other city commissions without public comment. The anonymous member of the public suggested that this was done because: it is done by everyone at every level of society from the Board of Supervisors to kindergartens and everything in between beginning this way; that the pledge contains words about Liberty and Justice for all reminding us that we are equal and destroying the Commission's pretension to aristocracy; and that reciting the words of the pledge together facing the symbol of our country made maintaining aristocracy difficult. This individual suggested that had this issue been discussed some might have persuaded the Commission that this was a valuable tradition which safeguarded the public decision making process that made the symbols of our democracy like the flag and the Pledge of Allegiance more than just symbols. This person observed that it is that process which destroys pretensions to aristocracy and makes us all equal, the foundation of our country. This individual suggested that that is why we had such traditions. Mr. Ed Regan echoed the remarks of the previous speaker and requested expansion of Library public service hours from 6AM until Midnight, every day of the year. Mr. Peter Warfield criticized the Commissioners for not notifying the public when the meeting resumed thus depriving individuals of an opportunity to comment. Mr. Warfield

expressed concern that the listing of POE recommendations did not fully inform the public about a recommendation. Mr. Warfield expressed a view held by many interested in the Library that the POE was about increasing the capacity of the Main Library. Mr. Warfield observed that there were a number of recommendations related to increasing capacity but that he found no listing regarding the amount of additional capacity to be created. Mr. Warfield expressed a preference that there be specific references back to specific pages and recommendations in the POE be given in such presentations. Mr. Warfield found no reference, except to Technical Services, to services leaving the building in the report. Mr. Warfield noted that his previous comments calling for corrections in the Minutes reflected his wish that the Commissioners would make their Minutes as accurate as possible.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:25PM.

Michael Housh, Commission Secretary 11/19/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

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Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Dean W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, November 7, 2001.
(As approved amended Dec. 4, 2001)

The San Francisco Public Library Commission held its regular meeting on Wednesday, November 7, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:09PM by Vice President Steiman.
The following members were noted present: Commissioners Bautista, Coulter, Steiman, Streets, and Swig.

Commissioners Chin and Higueras were noted excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

An anonymous member of the public commented favorably on the reporting of remarks attributed to President Higueras on page 9 that the Friends and Foundation charrette was a promotional event distinct from the Commission's role in overseeing construction of branch libraries and on Page 12 that the charrette was the kick off for the capital campaign for the branches rather than a formal planning event. This anonymous member of the public expressed the view that comments in the Minutes by members of the public were not as fully reported citing comments on the Approval of the Minutes and Adjournment agenda items attributed to the anonymous member of the public. Mr. Peter Warfield found parts of the Minutes improved but criticized reporting of his page 1 comments on approval of the Minutes related to comments attributed to Dallas Shaffer and David Binder and his page 3 comments suggesting that the agreement for the Mission Bay Branch Library gave staff a blank check to develop this branch without Commission approval or public input. Mr. Warfield expressed regret that the agenda mailing had not included a copy of the term sheet outline which made it difficult to understand the comments related to it. Mr. Warfield also noted that there was no mention in the page 6 report on the City Librarian's Report concerning the new catalog nor any mention of his comments concerning the new catalog. Mr. Warfield further noted that comments concerning a page 8 report that damage was occurring to tables from ordinary use were also not included. Mr. Warfield also commented that a page 11 report did not include his comments concerning a lack of information about days and times or agenda for the charrette and that a page 12 report inaccurately reported his reference to someone else's remarks concerning the availability of other means of finding furniture.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

The Commission Secretary observed that members of the public who wished to comment on or amend their reported public comment on an item could do so by submitting a public comment summary statement as authorized by the Sunshine Ordinance.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of October 4, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001

Vice President Steiman continued this item until the next meeting of the Commission.

AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

City Librarian Susan Hildreth introduced the new Deputy City Librarian Paul Underwood and briefed the Commissioners on his distinguished career in library service.
Ms Hildreth next provided the Commission with an update report on work being done at the Visitacion Valley Branch Library. In response to a query by Commissioner Bautista at the previous Commission meeting, the City Librarian outlined the measures she had undertaken to increase security at the Main Library giving special attention to increased security in the lading dock area, Brooks Hall, the Main Library Mail Room, and to increase security awareness among library staff. Ms. Hildreth noted in connection to the increased security awareness that new rules concerning limitations on patrons bringing carts and large packages and bags into the library had been posted. Ms. Hildreth next discussed several enhancements being made to the new Ocean View Branch Library with remaining available funds including upgrades to its public art work, a flushometer, an electric door, and an additional security camera. The City Librarian then outlined recent LSTA (Library Services and Technology Act) grants which the Library had received. Finally Ms. Hildreth informed the Commissioners, that Dale Carlson, former Library Commissioner and current President of the Friends and Foundation of the San Francisco Public Library had be selected as the California Library Association (CLA) President's Award winner for 2001 in recognition of his service to and leadership in behalf of the San Francisco Public Library.

PUBLIC COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the funds being spent on the Visitacion Valley Branch Library, a rental facility, and queried as to the amount and source of these funds. This individual further noted that the policy on packages could be as controversial as the Patron Conduct Policy and wondered if homeless individuals might be subjected to greater scrutiny than ladies with large purses. Finally, the anonymous member

The number of members of the public who spoke anonymously at this meeting. 1

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of the public wondered about the flushometer. Mr. Peter Warfield welcomed the new Deputy City Librarian and expressed a hope that he would work to improve public service. Mr. Warfield further expressed thanks to the Commissioner who had suggested amending the Minutes to reflect changes he had requested and challenged the accuracy of the Commission Secretary's observation concerning these comments.

COMMISSION COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

Commissioner Bautista inquired about and was informed by the City Librarian concerning the steps that that Library had undertaken to safeguard its rare book collections in the event of an emergency. Commissioner Coulter expressed happiness at Mr. Carlson's selection as this year's winner of the CLA President's Award and commented on his extensive record of support for and service to the San Francisco Public Library. Commissioner Coulter suggested that the Commission consider adopting a resolution commending Mr. Carlson for his contributions. In response to questions by Commissioner Streets, the City Librarian discussed in detail how budget resources had been reallocated to cover the increased security efforts rather than the creation of any new positions. Vice President Steiman noted while the Commission had heard many reports concerning the need for work at the Visitacion Valley Branch additional background would be helpful. Ms. Hildreth then discussed in greater detail the need for undertaking in particular the electrical upgrades required to make this rented branch location function properly until it is replaced as planned with a new facility by the branch library bond program.

AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

Library Finance Director George Nichols presented a very detailed outline of the situation facing the Library during the remainder of this fiscal year in light of the Controller's and Mayor's Budget Office instructions to consider reductions in General Fund related expenditures given the current economic climate and expected downturn in city revenues. Mr. Nichols noted that the Board of Supervisors Finance Committee would be addressing these matters at its meeting taking place simultaneously with the Commission meeting and would be expected to consider changes in city spending to address any projected budget deficits. The Library Finance Director reported the Mayor and the Controller currently expected a revenue shortfall of $61 to $100 million in this fiscal year and had directed that the Library reduce its General Fund expenditures by $1.1 to $2 million to meet its share of the funding shortfall. Mr. Nichols informed the Commission that Library Administration was able to make up the lesser amount of the proposed cuts without reductions to public service or the book budget through use of accrued salary savings due to attrition and minor spending reductions. The Finance Director noted however, that should larger reductions be required, some capital projects could be slowed or delayed to free additional funds to bridge the loss of revenue. Mr. Nichols next discussed in detail specific amounts and projects that could be delayed or reduced to produce the additional amounts needed.

Mr. Nichols then provided the Commissioners with an extensive overview of the framework and initial figures for the proposed 2002/2003 Library Budget. The Library Finance

Director discussed the difficulties involved in projecting revenues for the next fiscal year due to economic uncertainties but suggested that it was likely that the Library would ultimately have no significant change in expected revenues from the current adjusted year levels due to the unique nature of the funding available to the Library under Prop. E (Library Preservation Fund) including the $1.1 reduction which he had just discussed. Mr. Nichols identified $53, 617,000 as revenues expected and $51, 007,906 as projected expenditures for FY 2002/2003. Mr. Nichols expected to have a budget reserve of $2.6 million or 5.2% of the proposed budget available above expected expenditures. The Library Finance Director discussed various one time costs such as the Tool Lending Center, $883,000 in one time capital project expenses related to the branch library telephone system and deferred maintenance costs that could be saved in the next budget. Mr. Nichols then reported on the likely impact of various salary adjustments, and FTE (full time equivalent) adjustments, and inter-departmental work orders. The Library Finance Director outlined the first steps in budget planning in noting that 54 Budget Change proposals were submitted by staff and outlined some of those under active consideration. Mr. Nichols noted that many of the proposals submitted could be seen as a wish list but that they each represented identified real needs that could improve library services. Mr. Nichols identified priority items as funding for the new integrated library system (ILS), continuing to fund branch library maintenance, funds for networks and terminals for the ILS system, creation of a .5 Librarian II position for the proposed new Mission Bay Branch Library, converting some Project Read positions to library positions, and copying and printing costs formerly covered by the Ikon contract. Other items Mr. Nichols called attention to included funding for reproducing library materials and continued upgrade of the branch library phone system. In order to achieve some savings to pay for some of these proposals Mr. Nichols proposed that the ILS (integrated library system) be purchased on a lease/purchase arrangement. The Library Finance Director recommended that the Library take a very prudent stance in order to anticipate a continued troubled economic outlook and thus postpone if not avoid all together having to make any reductions in ongoing programs or any public services.

Mr. Nichols urged the Commissioners to review the materials presented for discussion. The Library Finance Director noted that he would provide updated information on the changing revenue outlook and solicit Commission comments on the staff's recommended budget proposals at the December Commission meeting before presenting a budget package for adoption at the January Commission meeting.

Public comment on Agenda Item #4 LIBRARY BUDGET PLANNING REPORT

Mr. Peter Warfield expressed happiness that there was no proposal to reduce the book budget, but expressed concern at the proposed reduction of expenditures on ergonomic equipment and supplies. Mr. Warfield noted the potential for injury and discomfort of patrons and staff and inquired as to whom these reductions might effect. Mr. Warfield also asked concerning the effect of the proposed salary savings on public service. Mr. Ed Regan commented that the Commission go easy on converting branches in rental locations to new city owned facilities. Ms. Melissa Riley, Librarian's Guild, inquired concerning the nature of the .5 Librarian II position proposed for the new Mission Bay Branch Library and was

The number of members of the public who spoke anonymously at this meeting. 1

informed by the City Librarian that these were planning positions.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

In response to questions by Commissioner Streets and Vice President Steiman concerning the 14 positions created in this year's budget, Mr. Nichols explained that all of the positions in the current budget were in process of being filled and that there was no proposal to hold positions vacant to create savings. He additionally explained that excess salary savings amounts are generated by the very nature of the re-assignment process mandated for the Library to use. Mr. Nichols further noted that the budgets for fringe benefits are set by the Controller and are not within the Library's control. The Library's Finance Director suggested that this was an area where negotiation to address the amounts calculated should be pursued. In response to a question by Commissioner Streets, Mr. Nichols confirmed that the General Fund dollars remaining in the Ocean View Branch Library Project account must be returned to the General Fund and that under normal circumstances there might not have been pressure to do so, but given current circumstances returning these funds was the best way to minimize any likely impact on public services. In response to another query by Commissioner Streets, Mr. Nichols discussed the timeline for expiration and negotiation of the Library's labor contracts noting that there should be little impact on the current budget and only partial impact in the next budget. He also informed Commissioner Streets that the Library continued to pursue grant funding to improve computer equipment. The Library Finance Director also informed Commissioner Streets that while the Mayor and the Controller were monitoring expenditures it was as yet unknown if the Board of Supervisors might mandate reductions. He then discussed the process used to monitor ongoing expenditures. Commissioner Streets requested that the timeline and additional information concerning preparation of the 2002/2003 Library Budget be made available to the Commissioners in sufficient time for them to study the materials and formulate their responses and questions.

In response to a query by Vice President Steiman, Mr. Nichols noted that there was little difference in the cost of the ILS between purchase and the proposed lease/purchase approach. Mr. Nichols further informed Vice President Steiman concerning plans for branch library electrical upgrades in view of the bond program. In answer to a question by Commissioner Swig, both Mr. Nichols and the City Librarian discussed the situation involved with the funding for the Tool Lending Center and indicated that they did not propose to fund it from Library funds again this year but indicated that decision had been made by the Mayor's Budget Office. Vice President Steiman expressed admiration for the good work of the program but hoped that it would be funded from other sources in the future. In answer to questions by Commissioner Bautista, Mr. Nichols explained about how staff training funding was used and how staff input from each library department was gathered in the Budget Change Concept (BCC) proposal process and proposed to send her copies of all of the submissions for her review. The Library Finance Director proposed to provide more details of each of the identified priorities for the Commissioners' review and consideration prior to the December meeting.

AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

An anonymous member of the public commented on the discussion concerning the Branch Library Bond Committee at the October 10th Commission meeting which in this individual's view centered on the private sacrifices that Commissioners must make when they accept a public role. The anonymous member of the public noted that this is a situation that faces every local agency in California. The anonymous member of the public found that the Commission's proposal (to eliminate its Committee) to address bond related matters at the full Commission a shame and spoke volumes about the issues involved. This individual commented that several Commissioners had complained that they were unable to attend the planning charrette held by a private organization and that it was the purpose of the law that the Commission undertake its own deliberations and planning and generate excitement and interest in its plans. This person noted that the challenge to the Commission was to bring these matters before them rather than surrendering them to what appeared to be a staff committee. Mr. Peter Warfield expressed disappointment that there was no presentation of matters related to this committee. Mr. Warfield observed that it was important that the Commission maintain strong oversight over the bond process. Mr. Warfield recalled that previous discussion by the Commission had proposed that the Commission act as a Committee of the Whole to address bond related matters at a regularly scheduled second meeting each month. Mr. Warfield expressed concern that the Commission was acting to eliminate this subcommittee without creating a replacement Committee of the Whole or setting a schedule of meetings to address these matters. Mr. Warfield noted that the bond program was a major $106 million long range project taking many years and requiring strong oversight and that the Commission should take formal action to create a Committee of the Whole and set a schedule of regular meetings.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Commissioner Bautista noted that the Commission had thoroughly discussed this matter and it was clear that the Committee was unworkable as the way to oversee the bond program.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the Ad Hoc Branch Library Bond Committee be abolished.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #6 REPORT INTERNET LEGISLATION REPORT

City Librarian Susan Hildreth brought the Commissioners up to date on recent developments regarding the filtering of the Library's public access computers and provided them with details of the recently enacted city ordinance authored by

Supervisor Mark Leno. The City Librarian reported that the new ordinance forbids the filtering of the Library's public access computers except that it leaves to the discretion of the Library Commission whether to address the issue of filtering Internet access on the Main Library Children's Center computers and those computers designated for children under the age of 13 in branch libraries. Ms. Hildreth then introduced respected national expert on Internet filtering issues Librarian Karen Schneider for a presentation.

Ms. Schneider spoke about her extensive professional background as a manager of the Librarian's Index to the Internet and as librarian and author involved in addressing Internet access issues. Ms. Schneider discussed in detail the various methods used in filtering access to Internet sites identifying the problems and difficulties inherent in such efforts. Ms. Schneider called attention to the very significant 1st Amendment issues involved in limiting Internet access and discussed in some detail the very subjective nature of how access-blocking decisions are made by private firms that insist on keeping secret the lists of sites they decide to block.

Ms. Schneider spoke extensively about the findings of the Internet Filtering Assessment Project that determined that no filtering system worked well and all had serious accountability problems often resulting from hidden agendas. Ms. Schneider noted that there was often no rationale offered for why something cannot be seen; about who made the decisions on what to block; why access would be denied on the Internet but would never be denied in other formats such as books; and finally whether there exists any real problem of significant inappropriate access to problematic Internet sites by children at public libraries.

Ms. Schneider suggested that there were a number of ways that could be more effectively used to address any perceived problem such as: providing pro-active guidance on computers dedicated to children's use; drafting policies which address inappropriate behavior; and often simply locating or grouping children's access computers in highly visible central locations. Ms. Schneider commented that in her experience children primarily sought out appropriate resources, and that children tended to be most conformable congregating in children's areas often sharing use of a terminal as they did their work. She observed that while there might be some thrill seeking/rile the librarian behavior that children do not represent a major problem of Internet misuse.

PUBLIC COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

An anonymous member of the public noted the importance of the presenter's remark that if no one sees what you do then know one will know. The anonymous member of the public noted that this was a national issue and the Commission was addressing this issue in response to the Board of Supervisors adopting a policy in response to the federal Children's Internet Protection Act, that threatened loss of federal funds unless computers were filtered. This person inquired if the language of the amended version of the ordinance exposed the Library to a loss of funds. This individual further commented that children have 1st Amendment rights as well, that this issue was not about someone encountering

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objectionable material on the Internet, and that if you restrict children's access you could create restricted people living in a fantasy world. This person observed that as a child taking advantage of access to information that maybe parents would have denied encouraged natural curiosity and encouraged greater intellectual growth. Mr. Peter Warfield wondered if such a presentation had been made to the Board of Supervisors. Mr. Warfield observed that the points raised were useful and showed why filtering does not work. Mr. Warfield further commented that there were other issues more problematic in this regard. Mr. Warfield suggested that a proposed interfiling of children's and adult materials in some branch libraries could lead to a potential problem with intermixing adult and children users making identifying which computers are primarily for children's use more difficult. Mr. Warfield additionally noted that identifying which computers would be covered by this ordinance would be difficult as use of the libraries changed on different days and at different times. Mr. Warfield commented that the terms of the Gates Grant that provided the Library with a great number of personal computers on condition that they be unmediated and filtering could create a conflict with the terms of the grant. Mr. Warfield recounted a presentation that he had heard at an American Library Association meeting in which the presenter suggested that librarians did not filter the Internet but merely selected the information made available as they did with all of the other information in the library. Ms. Melissa Riley, the Librarian's Guild reported the Guild's efforts at the Board of Supervisors in support of the Library's opposition to Internet filtering based on their support for the ALA Library Bill of Rights, the ALA Code of Ethics, and the San Francisco Public Library's Mission Statement. Ms. Riley noted the great importance of upholding the right to free access to information.

COMMISSION COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

The City Librarian noted that in fact the Gates Grant was specifically and deliberately silent on the issue of Internet filtering and the reference to unmediated access meant that they had to be used for public access rather that use at a reference desk or for staff use. Ms. Hildreth noted that the terms of the Children's Internet Protection Act (CIPA) required filtering of all library computers and that the Board of Supervisor's decision effectively meant that the Library would not comply with the requirements of CIPA whatever was decided to do involving the children's computers. Commissioner Coulter congratulated the presenter on an excellent presentation and agreed with Ms. Riley's comments. He suggested that the evidence seemed to indicate that there was not a real problem with inappropriate access with few complaints. The City Librarian reported receiving few complaints and that by the far the bigger complaint was inadequate access due to a lack of enough computers. Ms. Hildreth reminded the Commissioners of a study of the Library's Children's Center computers done concerning this issue which found fewer that 1% of sites accessed could be deemed inappropriate. The City Librarian noted that further studies of the specific sites accessed seemed to indicate that the majority of visits to those sites seemed the result of common misspelling of the names of frequently accessed sites. Commissioner Coulter expressed appreciation that the Board of Supervisors had left the decision relating to the

children's computers to the discretion of the Commission and suggested he saw little evidence of any need to change the Library's policy on this issue. In response to a question by Vice President Steiman, Ms. Schneider provided more background on various filtering options, but concluded that they are poor products and all of them can be got around by anyone with modest computing skills. Ms. Schneider then discussed the reality that all of the resources of the library are available to children and that the best way to respond to questions about computer access is to structure guided access. In response to a question, why not filter, posed by Vice President Steiman, Ms. Schneider noted that questions quickly arise such as: who is a child; about making presumptive judgements about what individual parents may want for their children; about the random effectiveness of filters, about the ethical issues raised of conditioning children to a censored environment, about the simple fact that children already have many points of access to the Internet, and finally that filters create a false sense of security. Ms. Schneider noted that education about how to properly use the Internet was an important element. In response to a question regarding what is done when a child is found accessing inappropriate Internet sites, the City Librarian noted at if complaints are made to a librarian about Internet viewing by any patron either adult or child that the librarian could ask the patron to go to another site. Ms. Hildreth noted that particularly in the branches there were computers available with privacy screens so that those who wished to access sensitive sites could do so in privacy. In response to a question by Vice President Steiman, Ms. Hildreth reported that when children's library cards are issued parents are provided with written materials concerning their children's use of the library. Toni Bernardi, Library Children's Services Coordinator, reported that there are two specific handouts provided; one to children discussing Internet safety, and one for parents which discusses the advantages/concerns with the Internet, informs them of the Library's open access policy, and urges parents to become involved with their child's use of the library. Ms. Bernardi also noted that the Library's Children's Center computers are set up to guide children to recommended sites. Ms. Bernardi also discussed the findings of the study concerning inappropriate access on Children's Center computers reporting that the evidence indicated that there was not a problem. She noted that children's use of the computer was very social and that context did not favor such inappropriate uses. Ms. Bernardi concluded that while this might be perceived to be a problem it did not seem to be an actual one.

AGENDA ITEM #7 POE UPDATE REPORT

City Librarian Susan Hildreth provided the Commissioners with an update on the Main Library improvements proposed in response to the Post Occupancy Evaluation (POE) Report. The City Librarian reported that she would discuss in greater detail aspects of the timeline for POE related projects and a report identifying specific costs related to specific POE recommendations at the December meeting of the Commission when President Higueras who had requested this information could be present. Ms. Hildreth noted that library staff had identified 19 specific projects with a total cost of $9.4 million rather than the $28 million figure which had been discussed as the possible cost of doing all of the proposed modifications called out in the POE. Of this amount Ms. Hildreth observed

nearly half was allocated to improvements to Brooks Hall and only about $5 million for projects in the Main Library. She reported that Simon Martin Vegue Winkelstein Moris, architects of the Main Library had agreed to serve pro bono as design consultants on proposed Main Library improvements. The City Librarian then introduced Kathy Lawhun, Chief of the Main Library for a presentation on proposed modifications to the 1st Floor Borrower's Services area.

Ms. Lawhun described how a staff committee of six 1st Floor staff members, originally chaired by former Chief of the Main Ned Himmel, assisted by Phil Sowers of the Bureau of Architecture had developed proposed solutions to POE related issues during a year long process. Ms. Lawhun identified the POE recommendations to be addressed as: #4 to combine the check in/check out desk to better utilize staff and serve the public: #8 to restructure the entry sequence on both the 1st and 2nd Floors to make it less confusing and relate the Information Desk so it is more visible and accessible to patrons; # 13 to improve the rate of return of materials to the shelves by relocating the Sorting Room adjacent to the materials return desk and improve the book drops. Ms. Lawhun reported that the proposed response to these recommendations was to suggest reconfiguring the Borrowers' Services public area. The registration/checkout/check-in functions would be combined and relocated further into the atrium for greater visibility. An express return area would be created where the registration/library card desk is presently located, and an express check out area would be created in a prominent location. A corner would be removed from the 2nd Floor stairway to allow for expansion of check-in/checkout, and a redesigned Information Desk would be relocated to the present checkout location. A new acquisitions area would be created in the area presently behind the checkout area so patrons will see books and library materials when they first enter the building. The security gates would be located further into the curved area of the atrium to allow a clear view of the public services area and to reduce a tripping hazard. Ms. Lawhun continued that the staff task force additionally recommended relocating the Sorting Room to the 1st Floor and creation of a new efficient sorting area adjacent to where materials are returned. Involved in this move would be opening an elevator entry into a redesigned staff work area in that part of the 1st Floor. Ms. Lawhun noted that the guiding motivation underlying these proposed changes was improved public services. She noted that the relocated service desks would be both more visible and reduce the need for patrons to wait in line. The Chief of the Main reported that these changes would facilitate faster return of materials to the shelves for patrons to borrow. She noted that the redesigned desks would include features that would also serve to improve staff efficiency. Ms. Lawhun noted that these proposed improvements would allow Borrowers' Services staff more varied duties, reduce time lost by consolidating now separated functions, reduce the number of times books and materials are handled and eliminate the need to use a conveyor system that sometimes damaged materials, and improved workflow would result from having the more efficiently designed sorting function next to the materials return area. The Chief of the Main also pointed out redesigned desks could resolve a number of on-going ergonomic problems as well.

Ms. Lawhun showed the Commissioners drawings of both the existing and proposed redesigned 1st Floor areas and identified the location of each of the previously described improvements on the drawing. The Chief of the Main indicated that further development of these proposal would continue into January 2002 followed by a more detailed design phase by Mr. Sowers in February 2002 until August 2002, with possible construction beginning in November 2002 through April 2003. Ms. Lawhun highlighted the proposed increase of express checkout stations from 1 to 4 including the availability of express checkout of video materials. Additionally, she pointed out that express return area counters would include identified ergonomically designed sorting bins to facilitate patron self-sorting of materials and simplify staff handling of materials. Ms. Lawhun responded to Vice President Steiman's query concerning how to do this extensive redesign and relocation work with minimal disruption to patron service by outlining the preliminary staged planning being developed by staff. She further commented that placing express checkout machines on various floors and temporarily using various paging desks throughout the building for checkout could serve to maintain services during the actual 1st Floor reconfiguration process. The Chief of the Main also noted that the work could be done on a swing shift basis to minimize impact during the busiest times of the day. The City Librarian noted that flexibility of design was a major consideration in these changes to allow for future changes as needed.

Vice President Steiman called for a brief recess at 7:03 PM
Commissioner Streets left the meeting during the recess.
The Commission returned to session at 7:08 PM

PUBLIC COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

None offered.

COMMISSION COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

Commissioner Coulter expressed happiness that SMWM, with their strong attachment to maintaining the beauty of the building, had agreed to advise the staff on the proposed design changes to maintain the integrity of the building's design and commented that the staff seemed to have engaged in a careful and thoughtful effort to make the needed improvements. Commissioner Coulter suggested that making the express checkout available throughout the building might be something the Library would want to continue. In response to a question by Commissioner Swig regarding the potential to reduce need for staffing in Borrowers' Services, Ms. Lawhun indicated that their wouldn't be a reduction in staff as a result of these changes but neither would their be any need for increased staffing. Vice President Steiman commented that these changes would make providing services both easier for the staff and better for the public. In response to a question by Commissioner Bautista, Ms. Lawhun noted that the proposed location for the new acquisitions area was largely unused at present. The City Librarian called attention to the additional potential impact on the Main Library's 1st Floor design of the likely relocation of Technical Services which would then provide increased space for audiovisual materials and allow bring down of

the fiction collection from the 3rd Floor. In response to a question regarding efforts to dampen noise levels in the atrium by Commissioner Bautista, Mr. Sowers described some of the steps being considered to resolve those problems. Commissioner Coulter pointed out that it was very important to clearly understand that the POE Report described a variety of proposed alternative responses to a number of perceived problems for the Library's consideration which in total had a $28 million price tag, but that amount only reflected the choice to undertake all of the possible alternative choices offer in the report. Vice President Steiman observed that action would be taken on various part of the POE report over time and that these issues would certainly continue to be extensively discussed as the available choices were considered.

AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library, provided the Commissioners with a report on recent Friends and Foundation activities. Among the items reported were: an announcement that the results of the charrette would be posted on the Friends and Foundation website in January; that book sales were returning to their pre-September 11th levels; that the Fall lectures series was continuing with excellent attendance; and the Friends and Foundation Board was continuing in its search process to select a permanent Executive Director.

AGENDA ITEM #9 UNION REPORT

None offered

AGENDA ITEM # 10 NEW BUSINESS

No items were proposed.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public commented the Minutes had missed the point of a previous public comment about the Commission discontinuing reciting the Pledge of Allegiance at Commission meetings (in 1988) despite that fact that this was the practice of the Board of Supervisors and other city commissions without public comment. The anonymous member of the public suggested that this was done because: it is done by everyone at every level of society from the Board of Supervisors to kindergartens and everything in between beginning this way; that the pledge contains words about Liberty and Justice for all reminding us that we are equal and destroying the Commission's pretension to aristocracy; and that reciting the words of the pledge together facing the symbol of our country made maintaining aristocracy difficult. This individual suggested that had this issue been discussed some might have persuaded the Commission that this was a valuable tradition which safeguarded the public decision making process that made the symbols of our democracy like the flag and the Pledge of Allegiance more than just symbols. This person observed that it is that process which destroys pretensions to aristocracy and makes us all equal, the foundation of our country. This individual suggested that that is why we had such traditions. Mr. Ed Regan echoed the remarks of the previous speaker and requested expansion of Library public service hours from 6AM until Midnight, every day of the year. Mr. Peter Warfield criticized the Commissioners for not notifying the public when the meeting resumed thus depriving individuals of an opportunity to comment. Mr. Warfield

expressed concern that the listing of POE recommendations did not fully inform the public about a recommendation. Mr. Warfield expressed a view held by many interested in the Library that the POE was about increasing the capacity of the Main Library. Mr. Warfield observed that there were a number of recommendations related to increasing capacity but that he found no listing regarding the amount of additional capacity to be created. Mr. Warfield expressed a preference that there be specific references back to specific pages and recommendations in the POE be given in such presentations. Mr. Warfield found no reference, except to Technical Services, to services leaving the building in the report. Mr. Warfield noted that his previous comments calling for corrections in the Minutes reflected his wish that the Commissioners would make their Minutes as accurate as possible.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:25PM.

Michael Housh, Commission Secretary 12/5/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 7, 2001

Item 1:
Approval of the October 2, 2001 Minutes

"There are two instances where the minutes are a fair representation of what was said. On the bottom of page 9, Mr. Higueras is quoted as saying that the Friends and Foundation Charette was a promotional event. Late in that same paragraph he says that there should no confusion between what the Foundation does in their efforts to raise money for furniture, fixtures and equipment.

Similarly, in the middle of page 12, Mr. Higueras is quoted as saying that it was his understanding that the Charette was not a formal planning event, but was instead a kickoff event for the Friends and Foundation's capital campaign to raise money.

I wish the comments of the public were as faithfully reported. Typical is the comments under the minutes discussion where it says the anonymous member of the public also discussed comments. This is unsuitably vague."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 7, 2001

Item 3:
City Librarian's Report

"As this audience knows, the branch library at Visitacion Valley is in a rental facility and we were not told is how much we are spending on that branch and how that expenditure relates to the priorities that this library has for operating funds. It is a building that will be abandoned at some time during the life of the Bond program, and a more careful report should have been offered.

We all gave a careful consideration to a patron conduct policy just recently. Now we find that a packages policy is being sent to you as if you were passive recipients. I would submit that packages policies are as controversial, sensitive and problematic as any other sort of patron conduct policy. It represents a challenge to all of us when homeless people come through the door with backpacks, but this raises all of the same concerns of equal treatment."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 7, 2001

Item 5:
Branch Library Bond Committee

"You had a discussion of this on October 10, but almost all it says in the minutes is that the commission had a discussion.

The discussion centers around the sacrifice that has to be made when commissioners take a public role. Every local agency in California finds itself in this same situation.

The fact that you have decided it is too much of a sacrifice is both a shame and speaks volumes about the relative importance.

There was a planning institute called a Charette run by a private nonprofit corporation and a number of you deplored the fact that you were prevented from attending by this very important law. The challenge of the law is to make your deliberations and your planning rise in importance. You should have your own institute run over a two day weekend by this committee and bring the energy and the community involvement to it."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 7, 2001

Item 6:
Internet Legislation Update/Internet Access Policy

"The presenter said at one point, 'If no one can see what you are doing, accountability is really low.' I hope that statement appears in the minutes.

This is a wonderful presentation for those who just arrived from Mars.

The situation is much more specific and much more problematic. The Board of Supervisors has passed a resolution which takes on the national issue of the Childhood Protection Act which specifies that certain funds will not go to institutions that expose children in certain ways.

I would like to know is how the amendment to what the Supervisors passed relates to some of those issues. The amendment exempts internet terminals that are primarily or exclusively for children under 13.

Children have intellectual freedom rights too. The issue is whether with those restrictions you are lobotomizing those children. Intellectual curiosity should lead to even greater intellectual curiosity."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 7, 2001

Item 11:
Public Comment

"When I made the point that Commissioner Coulter began his tenure by discontinuing the recital of the Pledge of Allegiance without public comment, the fact that you didn't get it is more eloquent than anything I could say.

It is done at every level of society. Meetings from the Board of Supervisors to Kindergarten classes begin that way.

It contains those words about liberty and justice for all. I reminds us that we are equal and destroys your aristocratic pretensions. It is very difficult to advocate for aristocracy when a group of people have stood together, put their hands over their hearts, faced a symbol of our country, the flag, and recited together the words we all know.

We deserve the chance to persuade you of its value. The decision making process is what makes the democracy that gives the symbols their meaning, and that destruction is of the essence."

Understanding Internet Content Filtering In Libraries

Five Key Points

1. Children do not seek out the content filters target, or congregate where adults gather
2. Filters hide what they block
3. Filters invariably underblock and overblock
4. Filters delegate information management to private third parties who are not in the business of protecting the public good
5. The overwhelming majority of library "problems" are not technology-based

Ten Core Readings

1. Ayre, Lori Bowen (2001). Internet Filtering Options Analysis: An Interim Report. Infopeople Project. Addresses limitations of filters without making that the focus of the report.
2. The Censorware Project (1997 --). Includes extensive documentation related to key court cases about filtering, including Mainstream Loudoun. www.censorware.net
3. "Digital Chaperones for Kids," Consumer Reports, March, 2000. This consumer magazine evaluated Internet filters and concluded they were imperfect.
4. Lewis, Peter. "Web `watchdogs' work to block sex, violence from eyes of young surfers." *The Seattle Times* Dec. 17, 1997. A reporter interviews the young part-time employees selecting sites to block in filters.
5. Meeks, Brock and McCullagh, Declan (1996). "Keys to the Kingdom." An expose of Internet content filters. www.eff.org/Publications/Declan_McCullagh/cwd.keys.to.the.kingdom.0796.article
6. "Lifting the Curtain on Web Filter Strategies," *New York Times*, November 16, 2000. Efforts by the filtering industry to protect the content of their stoplists.
7. Nunberg, Geoffrey (2000). "The Internet Filter Flimflam." A scientist at Xerox PARC evaluates filtering. www.parc.xerox.com/istl/members/nunberg/filters.html
8. Sandvig, Christopher (2000). "The Internet Disconnect in Children's Policy." 28th Conference on Communication, Information, and Internet Policy. This study demonstrates that children seek child-appropriate Internet resources.
9. Schneider, Karen G. (1997). A Practical Guide to Internet Filters. Neal Schuman. How filters work; results of a study, plus in-depth discussion of 12 filtering products.
10. Schneider, Karen G. (2001). "Plain Facts About Internet Filtering Software." Facts about filtering. http://www.pla.org/technotes/filtering.html

Karen G. Schneider, kgs@bluehighways.com 11-2001

FY 2002-03

Budget Planning

Estimated Revenue

CHANGE IN GENERAL FUND	-1.25%	0.00%	1.25%
SOURCES			
BASELINE REVENUE	$ 50,467,198	$ 50,467,198	$ 50,467,198
Property Tax	$ 19,783,883	$ 19,783,883	$ 19,783,883
GF Baseline Allocation	$ 30,683,315	$ 30,683,315	$ 30,683,315
PROJECTED GROWTH	$ (383,541)	$ [illegible]	$ 383,541
Property Tax	$ -	$ [illegible]	$ -
GF Baseline Allocation	$ (383,541)	$ [illegible]	$ 383,541
TOTAL REVENUE	$ 50,083,657	$ 50,467,198	$ 50,850,739
FUND BALANCE 1/	$ 3,149,977	$ 3,149,977	$ 3,149,977
TOTAL AVAILABLE REVENUE	$ 53,233,634	$ 53,617,175	$ 54,000,716

Estimated Uses

USES	-1.25%	0.00%	1.25%
BASELINE BUDGET	$ 51,556,983	$ 51,556,983	$ 51,556,983
Operations	$ 50,673,544	$ 50,673,544	$ 50,673,544
Capital	$ 883,439	$ 883,439	$ 883,439
BASELINE ADJUSTMENTS	$ (549,077)	$ (549,077)	$ (549,077)
One-time Costs (Operations) 2/	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)
One-time Costs (Capital) 3/	$ (883,439)	$ (883,439)	$ (883,439)
MOU Salary Adjustments	$ 1,260,579	$ 1,260,579	$ 1,260,579
Fringe Benefit Adjustments	$ 315,145	$ 315,145	$ 315,145
Step M (Salary Step) Adj.	$ 30,000	$ 30,000	$ 30,000
Annualized Costs	$ 198,914	$ 198,914	$ 198,914
Work Order Increases	$ 30,000	$ 30,000	$ 30,000
Equip/Bldg Maint Contract Increases	$ 86,000	$ 86,000	$ 86,000
REVISED BASELINE	$ 51,007,906	$ 51,007,906	$ 51,007,906
NET AVAILABLE for POLICY BUDGET	$ 2,225,728	$ 2,609,269	$ 2,992,810
	4.44%	5.17%	5.89%

Funding Priorities

	-1.25%	0.00%	1.25%
NET AVAILABLE for POLICY BUDGET	$ 2,225,728	$ 2,609,269	$ 2,992,810
POLICY BUDGET ITEMS	$ 1,586,000	$ 1,586,000	$ 1,586,000
New Integrated Library System (Assumes lease-purhase over 4 yrs.)	$ 450,000	$ 450,000	$ 450,000
WAN Upgrades/Computer Replacement to Support ILS	$ 600,000	$ 600,000	$ 600,000
Branch Facilities Maintenance Projects	$ 240,000	$ 240,000	$ 240,000
Mission Bay Librarian (1.0 Pos/0.5 FTE)	$ 39,000	$ 39,000	$ 39,000
Conversion of Project Read Positions	$ 3,000	$ 3,000	$ 3,000
Copying and Printing Costs Staff/Public	$ 40,000	$ 40,000	$ 40,000
Microform machines SF Hist/Newspapers & Magzine Centers (5 units)	$ 59,000	$ 59,000	$ 59,000
Inreased Reproduction Costs	$ 15,000	$ 15,000	$ 15,000
Branch Telephone System Upgrades (5 branches)	$ 140,000	$ 140,000	$ 140,000
BALANCE OR RESERVE	$ 639,728	$ 1,023,269	$ 1,406,810
	1.28%	2.03%	2.77%

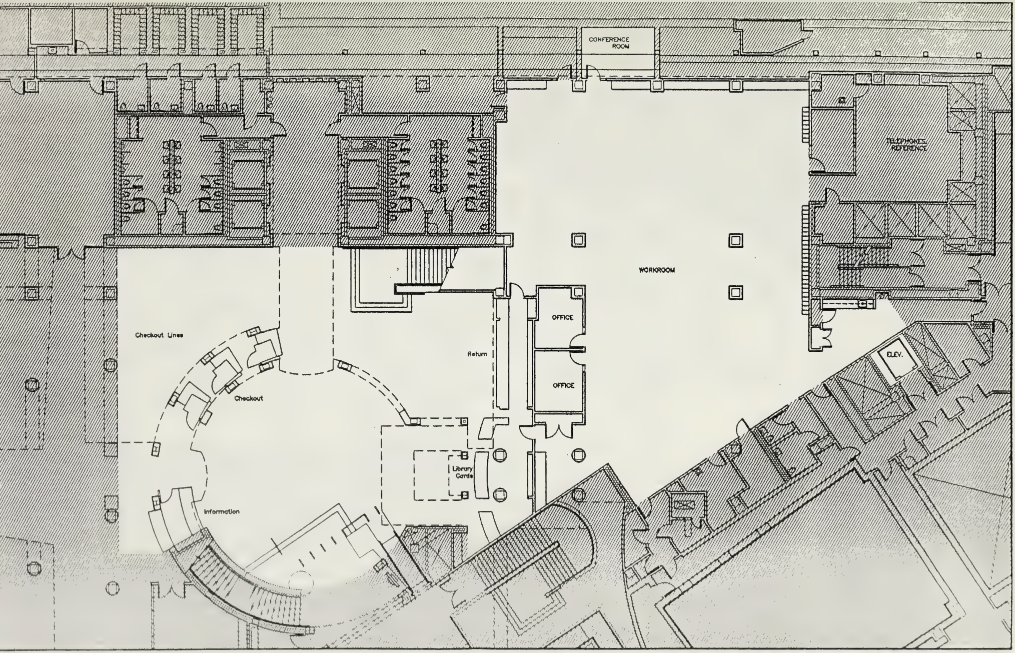
Summary: Sources & Uses

- City-wide revenue shortfall.
- Decline in growth of Prop E revenue.
- No GF subsidy.
- Maintain prudent reserve in the LPF.

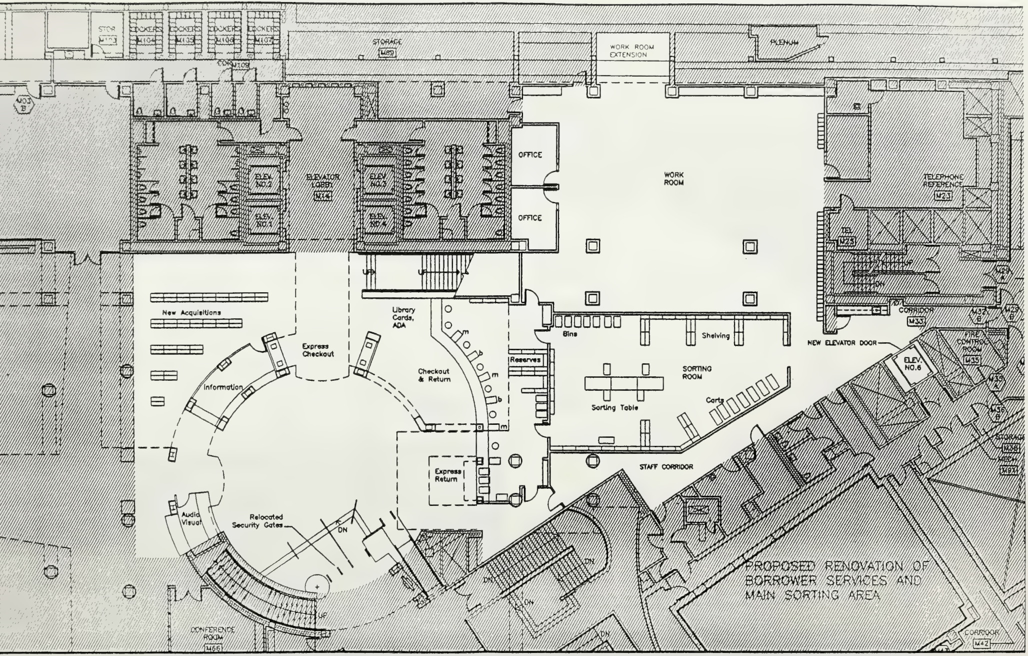
- Maintain public srvs at least at current levels.
- Maintain facilities.
- Manage programs & services within Prop E revenue.
- Administration's priorities determined through BCC process.
- Commission's priorities.

Next Steps

- Refine revenue projections.
- Develop proposals (Adm. & Commission).
- Status report to Commission (Dec.)
- Report/action by Commission (Jan.).
- Status Report to Commission (Feb.)
- Submit budget to Mayor (Feb.)


CONFERENCE ROOM
TELEPHONES REFERENCE
WORKROOM
OFFICE
OFFICE
ELEV.
Return
Library Cards
Checkout Lines
Checkout
Information

EXISTING BORROWER SERVICES
SAN FRANCISCO MAIN LIBRARY


STOR M103
LOCKERS M104
LOCKERS M105
LOCKERS M106
LOCKERS M107
CORR M109
STORAGE M89
WORK ROOM EXTENSION
PLENUM
M03 B
ELEV. NO.2
ELEV. NO.1
ELEVATOR LOBBY M14
ELEV. NO.3
ELEV. NO.4
OFFICE
OFFICE
WORK ROOM
TELEPHONE REFERENCE M23
TEL M25
UP
DN
CORRIDOR M33
M29 A
M32 B
M29 B
NEW ELEVATOR DOOR
FIRE CONTROL ROOM M35
ELEV. NO.6
M35 A
M36 B
STORAGE M38
MECH M37
UP
UP
New Acquisitions
Library Cards, ADA
Express Checkout
Checkout & Return
Information
Bins
Shelving
Reserves
SORTING ROOM
Sorting Table
Carts
m
b
m
b
m
Express Return
STAFF CORRIDOR
Audio Visual
Relocated Security Gates
DN
DN
DN
DN
DN
UP
CONFERENCE ROOM M66
PROPOSED RENOVATION OF BORROWER SERVICES AND MAIN SORTING AREA
CORRIDOR M42

PROPOSED RENOVATION OF BORROWER SERVICES AND MAIN SORTING AREA

SAN FRANCISCO MAIN LIBRARY

DOCUMENTS DEPT.
NOV 13 2001
SAN FRANCISCO
PUBLIC LIBRARY

5/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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ayor

iarles A. Higueras, A.I.A.
esident

irol Steiman
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elen Marte Bautista
nnie K. Chin
even A. Coulter
an A. Streets
arian W. Swig
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isan Hildreth
ty Librarian

ichael Housh
mmission Secretary

NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, November 15, 2001
TIME: 4:00 PM
PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE OCTOBER 10, 2001 MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of October 10, 2001.
Explanatory document: draft minutes

2 BRANCH LIBRARY SITE SELECTION REPORT — ACTION
Discussion of and possible action on a site for the new Glen Park Branch Library.

3. BRANCH LIBRARY SITE SELECTION UPDATE — DISCUSSION
Discussion of possible sites for the Visitacion Valley, Portola, and Ingleside Branch Libraries.

4 BOND PROGRAM MANAGER'S REPORT — DISCUSSION
(This is a discussion item is to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an update on the bond schedule and budget, a status report on active projects, and a presentation on the public art program.

5. COMMISSION MEETINGS SCHEDULE — ACTION
Presentation of, discussion of, and possible action to approve a schedule of dates for the 2nd regular monthly Commission Meetings for 2002.
Explanatory document: draft meetings schedule

6. PUBLIC COMMENT — DISCUSSION
(This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda for the committee's consideration.)

7. ADJOURNMENT (motion and public comment required) — ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. 11/8/01 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late requests will be honored if possible.

A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Koret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Rachel Arnstine O'Hara, Clerk, the Sunshine Ordinance Task Force, City Hall, Room 362 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or at 415/554-6171 ph. 415/554-6177 FAX and website at Rachel_ArnstineO'Hara@ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/12/00

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(AS REVISED 11/15/01)

FIRST TUESDAY OF THE MONTH, 4:00 PM

FEBRUARY 5, MARCH 5, APRIL 2, MAY 7, JUNE 4, JULY 2, AUGUST 6, SEPTEMBER 3, OCTOBER 1, AND DECEMBER 3, 2002.

FIRST WEDNESDAY OF THE MONTH, 4:00 PM

JANUARY 2*, 2002 NOVEMBER 6**, 2002.

THIRD THURSDAY OF THE MONTH 4:00PM

JANUARY 17, FEBRUARY 21, MARCH 21, APRIL 18, MAY 16, JUNE 20, JULY 18, AUGUST 15, SEPTEMBER 19, OCTOBER 17, NOVEMBER 21, AND DECEMBER 19, 2002.

* AS THE JANUARY 1ST NEW YEAR'S DAY HOLIDAY FALLS ON THE FIRST TUESDAY OF 2002, THE REGULAR COMMISSION MEETING WILL BE HELD ON THE 1ST WEDNESDAY.

**THE MEETING IN NOVEMBER WILL BE HELD ON THE 1ST WEDNESDAY DUE TO MUNICIPAL ELECTION DAY BEING HELD ON THE 1ST TUESDAY.

M.HOUSH, COMMISSION SECRETARY
11/8/01

DRAFT

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

e L. Brown, Jr.
or

les A. Higueras, A.I.A.
dent

l Steiman
President

n Marte Bautista
ie K. Chin
en A. Coulter
A. Streets
n W. Swig
issioners

Hildreth
Librarian

ael Housh
nission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, November 15, 2001.
The San Francisco Public Library Commission held a special meeting called by the Commission President on Thursday, November 15, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:13 PM by President Higueras.

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, and Streets.

Commissioner Swig was noted excused attendance and that Commissioner Chin's arrival was delayed.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001.

An anonymous member of the public commented on the Commission Secretary's announcement concerning how the meeting would be conducted and concerning the requirements of the Commission Bylaws related to approval of meeting minutes. This anonymous member of the public cited reasons that approval of minutes should be done at regular meetings. This person also noted that the report of a discussion on page 2 omitted a statement attributed to Commissioner Chin that should have been highlighted and answered. Mr. Peter Warfield noted that meeting minutes were normally approved at regular meetings. Mr. Warfield found inadequate the reported Commission comment on page 4 related to the system-wide Services Support Center. Mr. Warfield also noted that his thanks to the Commissioners on the last item was omitted and remarks concerning public access to the charrette were not reported. Mr. Warfield also noted on Agenda Item 5 that the community had expressed a preference for a freestanding library.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes of October 10, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Streets)

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

AGENDA ITEM #2 BRANCH LIBRARY SITE SELECTION REPORT

City Librarian Susan Hildreth informed that Commissioners that staff were recommending that the Library Commission approve designation of the 2185 Diamond Street "Diamond Super" site as the location for the Glen Park Branch Library. Ms. Hildreth then provided an extensive background report on the various sites proposed in the Glen Park neighborhood and a detailed overview of the community meeting and input process which led to the recommendation for this condominium purchase. Ms. Hildreth noted that selection of this site allowed for expansion of the proposed new branch library, increasing its size from 6,000 sq. ft. to 8,500 sq. ft. with a significant civic presence in the center of the neighborhood. The City Librarian then outlined the concerns with the BART option that led staff to recommend the Diamond Super site instead noting that a stand alone facility was simply not possible in the Glen Park neighborhood given available properties. Ms. Hildreth informed the Commissioners that the Library and BART would continue to work together in planning future improvements in the Glen Park neighborhood.

The City Librarian then introduced Mr. Charlie Dunn of the Real Estate Division, Administrative Services Department who gave the Commissioners an extensive report on a draft of the proposed term sheet for the purchase of an enhanced shell to be delivered to the Library by the developers. Mr. Dunn discussed several of the features to be included in the developed shell and noted that there would be continued negotiations with the developers leading to a condominium purchase and sale agreement that would fully address final design issues and costs and resolve how continuing issues for shared spaces in the mixed use facility would be addressed. Mr. Dunn noted that the shell was being designed so that to the greatest extent possible the library would have entirely separate utilities and systems. Mr. Dunn asked that the Commission make its choice between the 2nd Floor location of the Diamond Super site which could go forward in the near future or decide to consider the BART site with a possible lengthy delay in beginning the project for the new Glen Park Branch Library.

PUBLIC COMMENT ON AGENDA ITEM #2 BRANCH LIBRARY SITE SELECTION REPORT

An anonymous member of the public questioned use of the term "letter of Intent" and asked that the Commission clarify if they were approving the Letter of Intent or the beginning of full project design. This person noted that this was a compromise, not the best site, and that something better might come along. This person found the current library charming and that the proposed project lacked charm and could be seen as a step down. Mr. David Prowler, developer of the Diamond Super site, lauded the cooperative process that had been pursued in creating this project, noting that there were many more steps to go before the project would become a reality, and that he was available to answer any questions. Mr. Ed Regan expressed mixed emotions concerning this proposal. Mr. Regan commented that while it was the best site, he opposed locating the library in a mixed-use facility. Mr. Regan further recommended that the Library purchase both the Diamond Super site and the BART

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

site for the library with parking. Ms. Zoanne Nordstrom, President of the Glen Park Association, expressed strong support for the Diamond Super site, lauded the cooperative selection process which included the neighborhood, and urged that the Commission approve selection of this mixed use site. Mr. Peter Warfield questioned if concerns about the lack of an elevator and access for the disabled had been resolved and noted concern with the location and visibility of a library located on the second floor over a store. Mr. Warfield expressed concerns about the potential costs involved in operating this library or indeed any library in a mixed-use facility. Mr. Warfield raised concerns with patron safety created by the traffic generated by the shared use. Ms. Sharon Dezurick, Glen Park Library Branch Manager, expressed her appreciation to the neighbors that had participated in the selection process and looked forward to the new location. Mr. Chris van Loben Sels, expressed support of the Wilder Street neighbors for selection of the Diamond Super site and relief that the proposed BART site had been rejected. He noted that the proposals for the BART site caused great concerns among its neighbors and that choice of this site in the heart of the village was very exciting.

COMMISSION COMMENT ON AGENDA ITEM #2 BRANCH LIBRARY SITE SELECTION REPORT

Vice President Steiman noted that while this site had not been the site she preferred she had changed her mind given the unavailability of the "Kelly" site, a lack of other alternative choices in the neighborhood, and the fact that this location allowed for a larger branch library. Commissioner Steiman noted that the issues had been discussed and thoroughly addressed in the three well-attended neighborhood meetings. She noted that in the future this location could potentially allow in 50 or 60 years for the library to expand. She noted that the issues of how to separate the functioning of the grocery and the library had been discussed. Vice President Steiman noted there was strong support for choosing this site in this neighborhood, that it had potential to be filled with light, and noted the great uncertainties and potentially long delay in developing the BART site for the library. Vice President Steiman commented that waiting was unlikely to produce a better option.

In response to a question by President Higueras, the City Librarian clarified that the Commission was being asked to approve the outline of terms described in the term sheet (copy attached). Mr. Dunn explained to Commissioner Streets and Bautista exactly what was included in the term sheet, noting that it was a non-binding letter of intent outlining the general terms to be refined in good faith discussions into a final purchase and sale agreement. Mr. Dunn observed that the BART site remained as a potential back up option should a final agreement not be achieved. In answer to questions by Commissioner Bautista, Mr. Dunn described all of the general terms being agreed to should the Commission approve the proposed outline/letter of intent with the developer for a delivered warm shell. Mr. Dunn then discussed aspects of the condominium agreements (CCNRs) to be worked out between the developer and the library and that the library would own its portion of the building. Mr. Dunn reported to President Higueras that the CCNRs would be developed along with the drafting of the final purchase and sale agreement. In response to questions by Commissioner Chin, Mr. Dunn explained what would happen if the owners of the other parts of the building wanted to sell. Mr. Dunn also noted that there were extensive planning and zoning controls that would limit the kinds of uses which would be allowed at that location. Vice President Steiman noted that the neighborhood would certainly have a say in whatever located in this site. In answer to questions by Commissioner Streets, Mr. Dunn noted that similar issues would govern any sale of the library property. Bond Program Manager Marilyn Thompson informed Commissioner Streets that each project already had individual ledger accounts. She then confirmed that Commissioner Bautista was correct that this project was roughly $88,000 over the original estimates, but expressed confidence that this sum could be managed within the overall program budget and that the proposed branch was larger than had been originally proposed. Commissioner Bautista expressed unhappiness that this first project was already over budget. The City Librarian reported that there was a possibility that application for Prop. 14 (State Library Bond) funds could be considered. In response to questions by Commissioner Bautista, Mr. Dunn explained that use of solar power resources could be considered. Vice President Steiman urged that the Library carefully monitor installation of any proposed skylights in the new building given past problems.

MOTION: by Commissioner Steiman, seconded by Commissioner Coulter to select the Diamond Super site as the branch library location and authorize continued negotiations in accordance with the terms proposed in the Letter of Intent.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Streets)

AGENDA ITEM #3 BRANCH LIBRARY SITE SELECTION UPDATE

Mr. Charlie Dunn of the City's Real Estate Division brought the Commissioners up to date with the search for potential branch library locations in the Portola, Ingleside, and Visitacion Valley neighborhoods. Mr. Dunn reported on ongoing negotiations with the school district for the possible development of the Portola Branch Library on school district property. Mr. Dunn next discussed the options available in the Ingleside including the existing branch location as well as possible alternatives. Mr. Dunn then discussed extensively the possible locations under consideration in the Visitacion Valley neighborhood with particular attention to potential use of school district properties and shared development on the largest of the proposed sites.

Public comment on Agenda Item #3 BRANCH LIBRARY SITE SELECTION UPDATE

Mr. Ed Regan noted that he had visited the proposed sites in Visitacion Valley, Portola, and the Ingleside. He found one of the proposed (Ingleside) locations difficult to find, but that the present Ingleside location in the former Bank of America building was excellent and should be expanded. Mr. Regan noted that he had no preference among the Visitacion Valley sites. Mr. Regan then commented that the Library should purchase the entire building housing the current Portola branch but noted it lacked parking. Mr. Dan Weaver, Friends of the Ingleside Library, urged that the site currently occupied by a 7-11 Store be included among those considered as alternative locations for Ingleside, as well as the Sunset

Garage site. Mr. Weaver explained that these were derelict sites whose improvement would better the neighborhood.

COMMISSION COMMENT ON AGENDA ITEM #3 BRANCH LIBRARY SITE SELECTION UPDATE

None offered.

AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

Branch Library Improvement Bond Program Manager Marilyn Thompson began her report by introducing Ms. Jill Manton of the San Francisco Arts Commission who provided the Commissioners with an extensive overview of the requirements involved with the public art element of the Branch Library Improvement Bond program. Ms. Manton informed the Commissioners of the historical background of the city's percent for art program that had been initiated in 1969, noting that it was the first such program and a model widely imitated by other cities. Ms. Manton further discussed how the set aside amounts were determined, the procedures and public processes used by the Art Commission in such programs, and in some detail the step by step process followed for the selection of works of art to be created. Ms. Manton then showed examples of public art projects in library settings.
President Higueras then called for public comment on Ms. Manton's Report.

PUBLIC COMMENT ON AGENDA ITEM #4 (Public Art Report)

An anonymous member of the public suggested that it would be better to take comment on this item in context of the entire report noting that there were contradictions embodied in the art element of these public projects. The anonymous member of the public noted that there was a place for art, but that public art is rooted in accountability to the public for the choices made. This person noted that it was not always the case that public comment on art works is taken into account and that in such choices accountability to the public should be honored. Ms. Nora Dowley inquired concerning how the percent for art was figured. Mr. Peter Warfield found the presentation interesting but noted that it seemed to him that the art inside did not relate to what was outside the building. Mr. Warfield commented that he was please to learn about how the art was to be budgeted. He further inquired concerning the development process used by the Art Commission, especially concerning where in the planning process that the public became involved.

Ms. Manton discussed in further detail aspects of the Art Commission process referring to handouts which she had provided detailing the role of client participation and public comment in a very defined process.

AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT (cont'd)

Ms. Thompson explained how the artists and arts contracts would be folded in the Project design and development process with the artists becoming an integral part of the architects and engineers (AE) team from the beginning of each project. The Bond Project Manager noted that wherever possible budgets would be combined to maximize resources available for art.

The number of members of the public who spoke anonymously at this meeting. 1

Ms. Thompson noted that there were no changes in the baseline budget approved by the Commission at its October 10th meeting. She noted that $2.4 million in ESP II Earthquake Bond money had been transferred to the Richmond Branch Library project. The Branch Bond Program Manager noted as a result that $1.45 million in Prop A, (Branch Library Improvement Bond, Nov 2000) funds was able to be transferred to realized savings. Ms. Thompson then noted that there were no changes in the baseline schedule, recalling that the Portola and Ingleside projects had been moved up in the phasing of the schedule with the Glen Park Branch Library. Ms. Thompson the discussed aspects of the oversight process being initiated by the City Librarian, including the creation of advisory groups and the planning for community meetings as they are needed. Ms. Thompson then discussed the role of the design and construction teams and how they would cooperate closely on project development with library staff advisory committees.

The Branch Library Bond Program Manager next outlined the status of active projects, noting in particular the continuing discussions with the Redevelopment Agency toward drafting a Letter of Intent to develop the new Mission Bay Branch Library. Ms. Thompson then outline the activities ongoing with the Richmond Branch Library, calling attention to the 1st stage design work and the efforts underway by library consultant Dallas Shaffer. Ms. Thompson next detailed extensively the process she proposed to employ in setting up the architectural teams, discussing in detail the request for proposals (RFP) process step by step. Ms. Thompson reported that this process would include consultant selection, and issuing RFPs for library planners, interior design services, project management, cost estimating, historic preservation, and construction management. The Branch Library Bond Program Manager concluded her report with a brief report on community meeting she had or was planning to attend.

PUBLIC COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

An anonymous member of the public expressed gratitude for the presentation, but requested greater details of some aspects of the report be made available. The anonymous member of the public queried whether the Commission would review the requests for proposals (RFP) calling particular attention to the selection of library consultant Dallas Shaffer. This person asked if consultants were to offer professional and independent advice and inquired what process and criteria would be used to select the consultants. The anonymous member of the public noted that there had been criticism by this person of Ms. Shaffer's selection, due to her having been paid for work by the Library Foundation.

COMMISSION COMMENT ON AGENDA ITEM #4 BRANCH LIBRARY BOND PROGRAM REPORT

In response to a question by Commissioner Bautista, Ms. Thompson identified the portion of the budget set aside for hiring the consultants and noted that she believed that the funding proposed was adequate for that purpose. **Vice President Steiman requested that Ms. Thompson include page numbers on future reports prepared for the Commission.** In answer to questions by President Higueras, Ms. Thompson

The number of members of the public who spoke anonymously at this meeting. 1

described the percentages of hard and soft costs (25% soft/75% hard) proposed for each project and discussed how the Commission would be kept informed concerning both the request for proposals (RFP) and request for qualification (RFQ) process. Ms. Thompson then outlined the initial $17.665 million bond sale in response to questions by Commissioner Bautista and noted that the next sale was scheduled for July 2002.

Commissioner Streets left the meeting at 6PM.

AGENDA ITEM #5 COMMISSION MEETING SCHEDULE

The Commission Secretary outlined the proposed revisions in the Commission's regular meeting schedule made in order to provide for a second regular meeting during each month in 2002. The Commission Secretary also noted that he had additionally reserved use of the Koret Auditorium on the 3rd Tuesday of each month in order to provide for additional special meetings as needed.

PUBLIC COMMENT ON AGENDA ITEM #5 COMMISSION MEETING SCHEDULE

An anonymous member of the public suggested that adoption of this schedule would require a revision of the Commission's Bylaws, citing Article 7, Section 4 setting out the required day and time of the regular meeting as the first Tuesday of each month at 4PM, and Article 11, concerning the requirements for amendment of the Commission Bylaws. The anonymous member of the public noted that this was a clear revision of the Bylaws without any acknowledgement that the Bylaws are being amended. This person found this important because it is important that everyone have a clear understanding that the Bylaws will be honored, that people should be able to regularly rely on its provisions. This person found this a function of civility to operate under acknowledged and respected Bylaws. Mr. Ed Regan recommended adoption of the schedule. Mr. Peter Warfield suggested that changing the Commission Bylaws had made previous changes to the meeting schedule and suggested it would be a good idea to do so here as well. Mr. Warfield expressed approval of adding a second regular meeting but urged that the Commission push back its meeting time to a later starting time.

COMMISSION COMMENT ON AGENDA ITEM #5 COMMISSION MEETING SCHEDULE

In response to questions by President Higueras, Deputy City Attorney Adine Varah noted that the anonymous member of the public was right in that the Bylaws did set a regular meeting time, however, according to her records, the current version of the Bylaws (as last amended in 1998) already allows for a second monthly meeting. Upon learning that the Commissioners and members of the public had received a different version of the Bylaws, she recommended that the Commission act to amend its Bylaws to provide for the proposed changes in the meeting schedule. Questions were raised during the discussion concerning the exact wording of the current Bylaws on this matter and Ms. Varah proposed to bring appropriately amended language with the required notice of proposed changes in the Bylaws to an upcoming meeting of the Commission.

President Higueras tabled the item.

Agenda item #6 PUBLIC COMMENT

An anonymous member of the public found the discussion concerning various versions of the Bylaws fascinating, and noted that it was important that it be clear as to which version was being used. This person then discussed what they referred to as the "Streets incident" concerning aggressive pursuit of a commissioner, noting that a lawsuit was a civilized way to approach such matters. This individual noted that they had waited for the development of a policy response to the question raised by Commissioner Streets but that none had been forthcoming. This individual noted that they had requested and received information related to the "aggressive" information request, but was later informed that release of some of the information was inadvertent. The anonymous member of the public asked if the Commissioner's request was being ignored so that the issue would become a matter of inadvertence. This person questioned why this was satisfactory to Commissioner Streets and if they had both received the same answer to the question. Mr. Ed Regan requested expanded public service hours for the Main Library and all branches from 6AM until Midnight seven days a week. Mr. Regan also suggested that discussion of the furniture for branch libraries be calendared and that such furniture such as two person desks as in the Main Library and tables which allowed patrons to read standing up. Mr. Peter Warfield seconded the call for more hours, noting that branch library designs should facilitate cost-effective operation to allow for more funds for additional hours of service. Mr. Warfield expressed appreciation for President Higueras' comments about requests for proposals (RFP) and requests for qualifications (RFQ) as he viewed them as essential documents that should be brought before the Commission for review. Mr. Warfield thanked the Commissioners for putting off adoption of a revised meeting schedule and expressed a wish that the proposed start time of Commission meetings be pushed back to a later hour.

Agenda Item #7 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned.

Public comment on Agenda item #7 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higueras, and Steiman)

The meeting was adjourned at 6:24PM.

Michael Housh, Commission Secretary 11/21/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the special Commission Meeting of November 15, 2001

Appendix A

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The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 15, 2001

Item 1:
Approval of the October 10, 2001 Minutes

"Your own bylaws specifically state that minutes are to be approved at regular meetings. You have moved this approval to a special meeting in violation of that provision despite the fact that you have been reminded of this before.

On page 2 there is a phrase that encapsulates some of my criticisms. It says, 'an extensive discussion among the commissioners followed.' That is not a minute.

There is a particular statement not in the minutes that occurred during that discussion that I believe should have been highlighted since you have a policy of highlighting commissioners' questions. I transcribed the statement from Commissioner Chin, 'Why is there a presumption that Commissioners will do wrong rather than assuming we have integrity and will do right given the law.'

This is a serious question and an answer should be given that will put those issues on the table."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 15, 2001

Item 2:
Branch Library Site Selection Report (Glen Park)

"This recommendation says that you are approving 'a letter of intent.' A wonder if that has become a term of art, or if there is a letter of intent. The last section refers to 'beginning full project design.' So there is a serious question about what you are approving.

There are always compromises with reality and I think everyone recognizes this is not the ideal site. The question is whether realistically something better might come along.

One of the factors is that the present library has a great deal of charm. If you build something commercial in partnership with another activity that does not have that charm, a certain number of people are going to be disappointed.

I come down on the side of being cautious and waiting to see if something better might come along."

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 15, 2001

Item 4:
Bond Program Manager's Report (Public Art)

"This give me a chance to wax philosophical about the contradictions in a public project. The art budget embodies a lot of those contradictions.

There is a place for art done by visionary artists and that nobody can understand. There is also a place for art that takes place in a public context and appeal to us in a way that all of us can understand.

That has much to do with accountability. Regarding public art, I hope we are talking about a situation where there is some accountability to the public for the choices.

The presenter spoke about a process where public comment plays a crucial role. I think all of us smiled when we heard that, because that is often not the case here. We have this idea that people are visionaries and don't have to explain themselves. Everything should be accountable and people's views should be respected."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 15, 2001

Item 4a:
Bond Program Manager's Report

"I am grateful for this overview, but I am always an advocate of reports that are detailed and with specifics.

What draws my attention is this consultant selection process with Requests for Proposals. Is the commission going to look at those?

Is anyone on the commission going to look at the appointment of Dallas Schafer, and whether that is consist with Ms. Schafer's previous role?

One wants to think that we are getting professional and independent advice and the selection criteria are open. The selection criteria are of the essence. If we are going to accept the advice, we want to know under what terms they were selected.

There was criticism of the fact that Ms. Schafer was paid by the Foundation and those criticisms remain."

Minutes of the special Commission Meeting of November 15, 2001

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, November 15, 2001

Item 5:
Commission Meetings Schedule

"The bylaws of the commission specify one regular meeting. The bylaws also specify provisions for amending the bylaws.

It is clear that what is contemplated here is an amendment of the bylaws. But there is no contention that you have complied with the provision for amending your bylaws. This is an attempt to amend the bylaws without acknowledging that it is an amendment.

This is meaningful because there are varying requirements for regular or special meetings under the various applicable laws.

This is important if only to recognize the fact that when you enter into an association in Glen Park to manage that condominium, you do so with the expectation that the bylaws will be honored. People must be able to rely on those provisions. It is a function of civility. If we are going to be civil, it is because we operate under openly acknowledged and accepted provisions."

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, November 15, 2001

Item 6:
Public Comment

"The bylaws discussion highlights the importance of clarity regarding various versions of documents.

I want to comment on the 'Streets Incident' so let me review it briefly.

In September, Commissioner Streets, in an emotional voice, called for the development of a policy on what she called 'aggressive information requests.' I commented that the issue was cut-and-dried and that one could sue as the civilized option.

I waited so that the secretary and the City Attorney could develop such a policy. After almost a full month, I requested the information that was being referred to and got immediate compliance. Subsequently I was told that the compliance was 'inadvertent.'

The question is whether the request of Commissioner Streets is ignored so that her concern is subject to inadvertence. More importantly, why is Ms. Streets satisfied with that answer? What is important is that Commissioner Streets and I get the same answer."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian SH
Re: Glen Park Library Site Recommendation
Date: November 14, 2001

We are recommending that the Commission approve a letter of intent that would lead to a final purchase agreement between the City and the owners of the "Diamond Super" mixed use project at 2815 Diamond St., for the Glen Park Branch Library to be sited on the second floor of that project.

I wanted to recap the history of the branch library site selection process in Glen Park. In the Library's bond program, the new Glen Park Branch Library had been proposed as 6,000 square feet, with an estimated budget of $4,570,000. The Library began working with the Real Estate Division early in 2001 to identify potential sites for the new branch. Six potential sites were identified and reviewed with the community at a public meeting on Tuesday, April 10, 2001. Three sites were identified as most desirable, the "Kelly" building (2320 Diamond and the rear lot), the "Diamond Super" site (Diamond and Wilder) and BART property (Bosworth parking lot).

Research regarding these properties and potential development on each location continued in the spring. On June 28, 2001, the Library Commission held a public meeting in which they discussed in detail the three most desirable sites. The Commission authorized the Real Estate Division to pursue negotiations on these three sites.

A letter was sent to the owners of the "Kelly" property on August 14, 2001. Mr. Bernie Kelly communicated to the Real Estate Division that the owners were not interested in selling the property under any conditions.

Discussions between the Library, the Real Estate Division and the "Diamond Super" and BART representatives continued during the summer and fall. Please see attached potential option cost sheets prepared by Marilyn Thompson, Bond Program Manager. As the potential sites had been effectively narrowed to two, the Library wanted to communicate this to the community and gather more feedback on the remaining two options. A public meeting was held in Glen Park on October 4, where representatives of both the "Diamond Super" site and BART made presentations to the audience. There was interest voiced in both sites. Representatives of the "Diamond Super" site also made a presentation to the Library Commission at a public meeting on October 10.

Staff is recommending that negotiations go forward for the “Diamond Super” site based on the following:

- Estimated cost for this condominium purchase is with 2% of the project budget ($88,000 over the $4,570,000)
- Library portion of project will be 8,500 square feet, 2,500 square feet (41%) larger than planned facility, with an additional 700 square foot street-level lobby, at price that was estimated for 6,000 square feet
- Hopefully, the project will go through City approvals in 2002 and be under construction by early 2003 – this could be the first branch library under construction
- Library staff will be closely involved in design of library space to insure a strong civic presence
- City shall own the first 40 feet of air rights running along Diamond from Wilder which will insure no construction above the front portion of the library
- Community members and local merchants have voiced strong support for the “Diamond Super” site
- If the initial decision to go forward with the branch library siting is made, the “Diamond Super” site will begin full project design.

Staff is not recommending at this time the BART site based on the following:

- Although this site would offer a first-floor location for the library, there are many unknowns regarding the project scope and timeline. Construction may not begin until 2004 or 2005.
- It is possible that the BART site could result in a more expensive project or would result in less square footage for the library in order to meet the estimated budget
- The library would be located in a mixed use project similar to the “Diamond Super” site; and it is not clear that there would be any open space above the library that would not be developed
- The Library and BART have developed a good working relationship and will continue to plan together for downtown Glen Park. The Library and the Planning Department are collaborating with BART to submit a CalTrans grant application for a neighborhood planning charrette for downtown Glen Park. The BART site remains a viable “back up” should the City be unable to complete the transaction at the Diamond Super site on terms acceptable to the City.

If the Commission approves this recommendation, Library, Real Estate and City Attorney staff will develop a purchase agreement that will be reviewed by the Commission and be forwarded to the Board of Supervisors for their approval as soon as possible.

Attachments

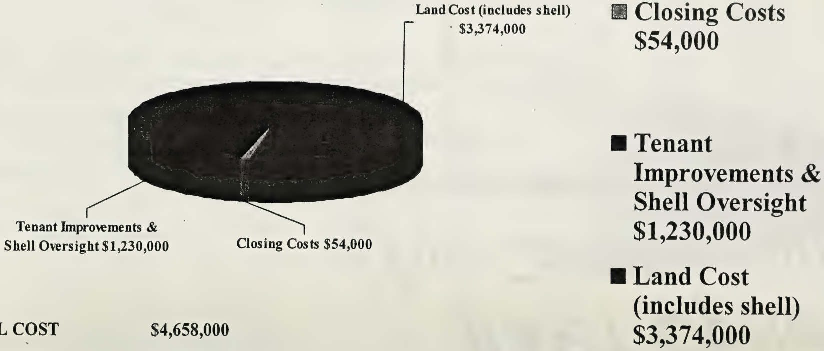
Diamond Super Option

ASSUMPTI0NS:

Land cost includes enhanced shell.

Library square footage is 2,500 SF larger than bond program budget.

Tenant improvements are budgeted at $100 / SF construction cost, furniture excluded.



TOTAL COST	**$4,658,000**
AVAILABLE	**$4,570,000**
DIFFERENCE	**($88,000)**

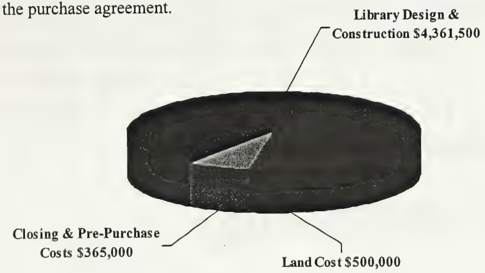
BART Option (for Comparison)

ASSUMPTI0NS:

Land cost is assumed to be the cost to replace parking and has not been negotiated. These costs could be prorated with other building occupants.

Library square footage assumed same as Diamond Super site, escalated 4.5% per year to December 2005, to midpoint of construction. Note that this size is 2,500 SF larger than bond program budget.

Pre-purchase costs include studies & inter-agency coordination costs that might occur before the purchase agreement.



TOTAL COST	$5,226,500
AVAILABLE	$4,570,000
DIFFERENCE	($656,500)

GLEN PARK BRANCH LIBRARY

TERM SHEET OUTLINE

The following outlines certain basic terms of a proposed transaction structure between the City and County of San Francisco acting by and through its Library Department (the "City") and Glen Park Marketplace Phoenix (the “Developer”) for the development of a new branch library on the corner of Diamond and Wilder Streets. Subject to City Planning approval and other required approvals, the Developer intends to build a mixed use project (the "Diamond Super Project") of approximately 15 -20 residential units over ground floor commercial (an intended grocery store) on the site.

The City and the Developer have been negotiating a letter of intent setting forth the parameters of a potential agreement whereby the City would purchase an approximate 9200 square foot condominium unit along with approximately 4000 square feet of air rights above the condominium unit (the "Library Parcel"), for a Glen Park branch public library. The general terms and conditions of the City's potential purchase of the Library Parcel are as follows:

1. The Developer will design and build the Diamond Super Project, including the Library Parcel in consultation with the Library staff. The Library Parcel shall have (i) approximately 700 square feet of ground floor space on Diamond Street (ii) approximately 8500 square feet on the second floor of the project and (iii) approximately 4000 sq of air rights above the Diamond Street portion of the Project.

2. The yet to be designed Library Parcel improvements shall, among other items, include the following:

    1) Construction suitable for a A-3 Occupancy (assembly)
    2) Slanted roof, if desired by City
    3) To the greatest extent possible separate building systems (water, sewer, electrical, HVAC, security, etc.),
    4) Minimum floor “live” load of 150 pounds per sq. ft.,
    5) Ceiling heights (slab to slab) shall be approximately 14 ft.
    6) Up to six skylights
    7) ground floor display windows.
    8) A 2500 lb. hydraulic elevator and distinctive staircase
    9) built-out washrooms
    10) 400 amp, 3 phase electrical service to main panel, including disconnect, separate meter from street
    11) Code complying fire egress
    12) Access to Fire & Life Safety Systems and sprinkler runs
    13) Access to common loading facilities and recycling areas
    14) And to the greatest extent possible, the design shall be consistent with the above and generally distinctive with

an identifiable civic presence using durable quality improvements.

3. The purchase price for the Library Parcel shall be $3,374,000, payable upon substantial completion of the Library Parcel. 10% of the Purchase price shall be held back by the escrow company for payment to Developer upon punchlist completion.

4. Upon purchase, the City shall be bound by certain Conditions, Covenants & Restrictions ('C, C & R's") which shall among other items require City to pay for its share of charges ("CAM charges") related to the City's ownership of the Library Parcel condominium unit.

5. It is understood that any potential purchase and sale agreement between Developer and City would be subject to, among other items:
    a) Construction plans and specifications acceptable to City
    b) C, C & R's acceptable to City;
    c) CAM charge budget acceptable to City;
    d) ALTA Title Insurance acceptable to City.

If the foregoing conceptual terms are approved by the Library Commission, the Library staff will proceed to negotiate and execute a purchase and sale agreement between the Developer and the City and other necessary agreements for the City's purchase of the Library Parcel as outlined above. Among other items, the final form of the purchase and sale agreement and other related documents shall be subject to authorizing legislation by the Board of Supervisors prior to their execution.

SUMMARY OF PUBLIC ART PROGRAM PROCESS

I. ART PROGRAM DEVELOPMENT

1. Concurrent with the inception of design for any new civic construction project, Public Art Program (PAP) project managers meet with the client department to learn about the project and to assess public art opportunities. Ideally, this meeting should occur at least two months before calendaring of the project's Phase I Civic Design Review.

2. Public art projects are usually developed by PAP project managers working collectively with the client's project manager, the project architect, and if appropriate, community liaisons and/or facility employees. Typical factors influencing this process include:
    a) The design, schedule and scope of the construction project
    b) The mission and/or functions of the facility/project
    c) The amount of the Art Enrichment (public art) allocation and the timing of the availability of those funds; and
    d) The project's visual and physical accessibility to the public and employees of the client department.

3. A public art program proposal will be developed that specifies the art program budget schedule, location(s), and the scope of the artist's services and/or commission along with a selection process for hiring the artist.

4. Once the Arts Commission and client mutually sign off on the art program proposal, the proposal is submitted for Visual Arts Committee (VAC) and full Arts Commission (SFAC) approval.

5. Art enrichment funds are transferred to the Arts Commission at this time. If the full amount is not available, PAP project managers will recommend an amount necessary to proceed with the administration of critical project milestones outlined in the approved schedule.

II. ARTIST RECRUITMENT

1. PAP project managers develop a Request for Qualifications (RFQ) and artist recruitment plan with client input. The RFQ generally describes the project and context, the scope of work, artist qualifications, application procedures, artwork budget, and deadline for submission. The recruitment plan lists members of the artist selection panel along with their occupation and racial identity, method of artist selection, means of advertising the commission and outreach efforts to local, minority and women artists. Human Rights Commission approval of the recruitment plan is required prior to any public announcement of the project competition.

2. The VAC, and then the full Arts Commission approves the proposed artist selection panel. This ad hoc committee is composed of recognized local arts professionals, a liaison from the Visual Arts Committee, and a representative from the client (usually the project manager). Depending on the type of project, the project architect and a community representative may also participate.

3. The RFQ is usually publicly advertised in trade publications such as *Artweek* and *Art Calendar,* on the World Wide Web at http://thecity.sfsu.edu/sfac/pubart, and through the City's Purchasing Department Bid and Contract Opportunities newsletter. Press releases

are sent to local community and ethnic press. Upon publication, the prospectus is mailed to artists who have submitted self-addressed, stamped envelopes, and to a list including local community, ethnic and arts organizations, galleries, and alternative arts spaces for posting and distribution.

4. PAP project managers also actively recruit qualified candidates by identifying potential candidates through curatorial research, the Art Commission Gallery Slide Registry and by requesting recommendations from Commissioners and the selection panelists.

III. ARTIST / ARTWORK SELECTION PROCESS

1. Upon receipt of artists' submissions of slides and application materials, PAP project managers prepare a slide presentation for the selection panel.

2. Candidates are usually selected on the basis of artistic excellence and originality as evidenced by representation of past work in slides and other supporting materials and the appropriateness of artist's approach, experience and style to the project goals and context.

1. The candidates receiving the most selection panel votes advance as finalists. The VAC and Arts Commission must approve this selection phase. Once approved, finalists are sent more information and/or invited to a project orientation meeting prior to participating in the next selection phase.

2. The selection panel convenes again to interview finalists, or depending upon the project type, to review project-specific proposals before recommending an artist (or artists) to contract. Each finalist is paid an honorarium for proposals.

3. When possible, if a specific proposal is submitted by each finalist as part of the selection process, the proposals are publicly exhibited to allow for public comment. The comments are collected and shared with the selection panel prior to making their final recommendation.

4. The VAC and Arts Commission vote on the selection panel's recommendation. Upon this approval and client agreement, the Arts Commission enters into contract negotiations with the selected artist/artists.

IV. ARTWORK DESIGN / FABRICATION / INSTALLATION

1. Depending on the nature of the project, the selected artist(s) will be contracted for design development or fabrication and installation of an approved design. This contract is developed and managed by Arts Commission in consultation with the client's project manager and project architect.

2. Typical artwork contracting scenarios are listed below. Each situation requires close coordination and communication between the PAP and client project managers.
    a) Artist participates in design of the facility and consults on implementation of the design as performed by the project general contractor;
    b) Artist designs, fabricates, and supplies art elements(s) to job site. Artwork is installed by general contractor as per artist-approved specifications.
    c) Artist designs, fabricates, and installs artwork on the job site. Contractor prepares and protects site and coordinates artist's work along with other subcontractors.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2002 MEETING SCHEDULE
(AS REVISED 11/15/01)

FIRST TUESDAY OF THE MONTH, 4:00 PM

FEBRUARY 5, MARCH 5, APRIL 2, MAY 7, JUNE 4, JULY 2, AUGUST 6, SEPTEMBER 3, OCTOBER 1, AND DECEMBER 3, 2002.

FIRST WEDNESDAY OF THE MONTH, 4:00 PM

JANUARY 2*, 2002 NOVEMBER 6**, 2002.

THIRD THURSDAY OF THE MONTH 4:00PM

JANUARY 17, FEBRUARY 21, MARCH 21, APRIL 18, MAY 16, JUNE 20, JULY 18, AUGUST 15, SEPTEMBER 19, OCTOBER 17, NOVEMBER 21, AND DECEMBER 19, 2002.

* AS THE JANUARY 1ST NEW YEAR'S DAY HOLIDAY FALLS ON THE FIRST TUESDAY OF 2002, THE REGULAR COMMISSION MEETING WILL BE HELD ON THE 1ST WEDNESDAY.

**THE MEETING IN NOVEMBER WILL BE HELD ON THE 1ST WEDNESDAY DUE TO MUNICIPAL ELECTION DAY BEING HELD ON THE 1ST TUESDAY.

M.HOUSH, COMMISSION SECRETARY
11/8/01

DOCUMENTS DEPT
NOV 2 1 2001
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Wednesday, November 28, 2001
TIME: 1:00 PM NOTE DIFFERENT TIME

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. MISSION BAY BRANCH LIBRARY: LETTER OF INTENT OUTLINING TERMS FOR ACQUISITION DISCUSSION

   Presentation on and discussion of authorizing the City Librarian to sign a letter of intent from the San Francisco Redevelopment Agency (the "Agency") setting forth the major terms and conditions to the City's acquisition of a public branch library in the Mission Bay North Redevelopment Project Area and authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate the final purchase and sale agreement with the Agency in substantially the form of the letter attached to the agenda.
   Explanatory document: draft letter of intent

2. PUBLIC COMMENT DISCUSSION

   (This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda for the committee's consideration.)

3. ADJOURNMENT (motion and public comment required) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/.

11/20/01 - M. Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, the Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

Michael Housh, Commission Secretary
1/9/01

____________, 2001

Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Terms of Purchase & Sale Agreement for Mission Bay Branch Library Facility

Dear Ms. Hildreth:

I am writing in response to the draft proposal dated November 2, 2001 from Deputy City Attorney Donnell Choy on behalf of the San Francisco Public Library ("Library") regarding terms for developing a branch library within the San Francisco Redevelopment Agency's ("Agency") proposed Mission Senior Housing on Agency Parcel 1 of Block N3a (N3a/Parcel 1) in the Mission Bay North Redevelopment Project Area.

Transaction Structure

In anticipation of receiving fee title to N3a/Parcel 1 pursuant to the terms and conditions of the Mission Bay North Owner Participation Agreement by and between the Agency and Catellus Development Corporation (the "OPA"), the Agency has selected Mercy Housing California ("Mercy") through a competitive public process to be the developer ("Developer") of a 139-unit mixed use senior housing facility (the "Housing Project") on the site. The Agency and Mercy have entered into an Exclusive Negotiations Agreement (the "ENA") leading to two long term Ground Lease Agreements (collectively, the "Ground Lease"). Prior to entering into the Ground Lease, the Agency will cause the N3a/Parcel 1 to be vertically and horizontally subdivided. One ground lease (the "Library Ground Lease") will lease to the Developer the parcel to be developed for the Library (the "Library Parcel"), and the other ground lease (the "Housing Ground Lease") will lease to the Developer the remainder of N3a/Parcel 1. Mercy will assign its interest in the Housing Project and the Ground Lease to a California limited partnership in which a nonprofit affiliate of Mercy shall be the general partner (the "Owner"). The Owner will contract with Mercy Services Corporation or another corporation acceptable to the Agency and the City to provide professional property management services (the "Operator") for the completed Housing Project. Upon completion of the Housing Project (including without limitation the improvements contemplated herein to the Library Parcel), the Library Groundlease shall terminate, and the Agency shall sell the Library Parcel to the Library as provided herein and under a purchase and sale agreement between the Library and the Agency (the "Agreement") together with all necessary easements for support, utilities, access, and any other purposes reasonably necessary for the beneficial enjoyment of the Library Parcel as herein contemplated and a Declaration of Restrictions recording the use restrictions described herein (the "Declaration"). The Grant Deed for the Library Parcel would also have a Right of Reverter so that the Agency could regain control of the parcel in the event that the use restrictions described herein and in the Declaration are violated or the Library attempted to transfer the Parcel without obtaining the Agency's prior approval.

The following is an outline of the essential terms and conditions that would be contained in the Agreement, the Declaration, the Grant Deed and other related transaction documents (collectively, the "Transaction Documents")as appropriate:

Library Parcel: The Library Parcel shall be a fee interest within N3a/Parcel 1, located on the southeast corner of the intersection of Fourth and Berry Streets and containing approximately ***7,758*** SF of gross leasable area as better defined in Exhibit A. The Library Parcel shall be a separate legal parcel subject to a Reciprocal Easement Agreement and/or a Declaration of Covenants, Conditions and Restrictions which, after approval thereof by the Library, will govern the operation of the Library Parcel, the Housing Project and any other parcels the Agency may create as part of the Housing Project ("CC&Rs"). The Library Parcel shall be delivered with a ALTA standard title insurance policy in a form reasonably acceptable to the Library subject only to the List of Approved Title Exceptions contained in Exhibit E to Attachment C of the OPA and such other liens and encumbrances as the Library specifically approves in writing. The Library Parcel shall also include a right to rent on a monthly basis at least two (2) parking spaces in the garage of the Housing Project at fair market rental value. The final plans and specifications for the Library Parcel (including, without limitation, tenant improvements) will be developed by design professionals as described hereinbelow and shall be approved by the Library prior to the Developer's commencement of construction of the Housing Project.

Amenities: The CC&Rs shall provide the Library with non-exclusive rights to use the loading dock on the side of the garage nearest the Library Parcel. In addition, the CC&Rs shall provide for the Library to have priority in using the community meeting room and adjacent garden for non-commercial activities consistent with the operation of a public library branch for up to 20 hours per week so long as the Library provides the Operator with a minimum of 60 days notice of its request to use these spaces. The Library agrees to pay a reasonable use fee equal to the Library's proportionate share of usage to the Operator's reasonable and actual cost for managing and operating the spaces.

Price: The Purchase Price to be paid by the Library to the Agency will be $_________. This amount represents the best estimate of the actual cost of developing the Library Parcel based on information currently available. Notwithstanding the above, the actual Purchase Price actually paid by the Library at Closing shall be the sum of the actual costs incurred by the Developer to design and construct the

Library Parcel as approved by the Library plus 10%. The Parties acknowledge that the Library Parcel is being designed and constructed as an integral part of the Housing Project and that the costs of designing and constructing the Library Parcel will include a prorata share of the Housing Project's building systems that directly benefit the Library Parcel, all of which shall be reviewed and approved by the Library prior to the Library's agreement to purchase the Library Parcel. The Agency shall cause the Developer to develop and simultaneously submit to the Agency and the Library all design and construction documents together with the Developer's estimated actual costs for the Library Parcel in accordance with a schedule approved by the Agency and the Library. The Agency and the Library shall review and approve the Developer's calculations of all costs allocated to the Library Parcel including costs shared with the Housing Project.

Payments: Within 60 days following the effective date of the Agreement, the Library shall establish a separate jointly controlled Mission Bay Branch Acquisition Account (the "Account") at a mutually acceptable financial institution and place in the account an amount equal to at least ___% of the approved Purchase Price. All payments to the Agency shall be made from this account. All disbursements from the Account will require the authorized signature of both parties. The Agency shall submit, or cause to be submitted by its Developer, all invoices related to the design and construction of the Premises on a monthly basis (a "Payment Request"). In the event that the Library reasonably objects to paying certain costs specified in the Payment Request, the Library shall deliver to the Agency a written letter clearly stating the disputed costs, its reasons for not agreeing with the Payment Request, and its proposal to resolve the dispute in a timely manner. The Library's objection to particular costs does not relieve it of the responsibility of paying all other non-disputed costs in the Payment Request. The Library shall pay all sums due within 10 business days of receipt of each Payment Request except that the Library shall be entitled to retain 10% of all direct construction costs ("Construction Retention"). The Library shall release 50% of the Construction Retention when the Agency notifies the Library that a Temporary Certificate of Occupancy has been issued for the Premises pursuant to the terms of the construction contract between the Developer and the general contractor responsible for building the Premises (the "Construction Contract"). The Agency and the Developer shall include a separate schedule of values for the cost of constructing the Premises in the Construction Contract.

Termination Fee: In the event that the Agency is unable to complete the Library Parcel substantially in accordance with the approved Library Plans and Specifications (as defined below) by the Closing Date, then the Library may elect to terminate this Agreement and the Agency shall pay the Library an amount equal to all moneys paid out of the Account plus interest thereon at a rate equal to the rate of interest applicable to the Library's Library Bond Funds account during the period beginning on the date such funds are deposited into the Account and ending on the Closing Date (the "Termination Fee"). Simultaneous with the payment of the Termination Fee, the Library shall execute a form waiving and releasing all claims (including those on the Library Parcel), causes of action, losses or damages against the Agency and the Developer arising out of or in any way connected to the Agreement ("Waiver and Release of Claims"). The Library shall not have the right to terminate the Agreement in the event that its actions or inactions have materially contributed to the Agency's failure to perform.

Design and Construction: Prior to the Developer's submittal of any estimated Purchase Price as stated above, the Library Parcel shall be designed pursuant to mutually agreeable design plans and specifications (the "Library Plans and Specifications") which shall provide for separate building systems (water, sewer, electrical, HVAC, security, etc.) wherever feasible as well as the use of attractive, high quality, durable finishes designed for high public traffic. The Agency shall cause the Developer to design the Library Parcel improvements to be architecturally distinctive from the remainder of the Housing Project. The Agency and its Developer shall be responsible for the construction of improvements on the Library Parcel in accordance with the Library Plans and Specifications approved by the Library, and the approved Library Plans and Specifications shall be attached to a Construction Rider which will be an exhibit to the Agreement. The Developer shall be responsible for contracting with design professionals (project architect(s),engineers and library building consultants) who shall be responsible for completing the Plans and Specifications and for performing administration services related thereto pursuant to the terms and conditions of their respective contracts ("Library Design Contracts") at no cost to the Agency. The Library shall have the right to review and comment on the Request for Proposals ("RFP") for the Library Design Contracts and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within five (5) business days of the Library's receipt of each RFP.

The Library shall have the right to review and approve the Construction Contract and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within ten (10) business days of the Library's receipt of the Construction Contract. The approved Construction Contract shall be attached as an exhibit to the Agreement. Within (10) business days of the Library receiving notification that the Library Parcel is substantially complete, the Library shall furnish the Agency with a list of construction deficiencies, if any (the "Punch List").

Change Orders: Change Orders and related documents such as Requests For Information and Field Directives shall be prepared pursuant to the terms of the Construction Contract. The Library shall have the right to review and approve all Change Orders that affect the design, functionality, or Purchase Price of the Library Parcel ("Library

Change Orders"). The Library acknowledges that it is responsible for responding to Developer's requests to approve Change Orders and related requests for information on a timely basis. . The Agency shall cause the Developer to submit copies of all proposed Library Change Orders to the Library at the same time that any proposed Library Change Order is submitted to the Agency. All Library Change Order shall specify the amount of the increase or decrease in the Purchase Price that would be cause by the approval of the Change Order. The Library shall receive copies of all communications relating to Library Change Orders and the Library shall be invited to all construction meetings affecting the Library Parcel. The Library shall have the same time to review and approve Library Change Orders as the Agency has pursuant to its agreements with the Developer. Failure to respond to a request to approve a Library Change Order within this time shall result in the Library Change Order being deemed approved by the Library.

Dispute Resolution: [To be addressed in the actual Agreement.]

Closing: The Closing Date shall occur no later than 60 days following the Developer's completion of all improvements to the Library Parcel in accordance with the approved Library Plans and Specifications and any approved modifications thereto, the completion of the Punch List, the issuance of a Certificate of Occupancy by the City and a Certificate of Completion by the Agency. Notwithstanding the above, the Closing Date must occur no later than four (4) years from the date of this Agreement, unless waived by the mutual agreement of the parties. On the Closing Date, the Library Ground Lease shall terminate and the Agency shall convey the Library Parcel to the Library or pay the Termination Fee as set forth above if the Agency is unable to deliver the Library Parcel in accordance with the approved Library Plans and Specifications and any approved Change Orders.

As-Built Drawings Upon Developer's satisfactory completion of all improvements to the Library Parcel (including, without limitation, all items on the Punch List) in accordance with the Library Plans and Specifications, Developer shall deliver to the Library two (2) complete sets of the As-Built drawings for such improvements. The parties agree to modify the legal description of the Library Parcel in the Library Ground Lease to conform with the boundaries of the As-Built drawings as long as such modification can be made so as to not place the Agency, the Developer, or the Housing Project in default under any of its financing agreements. However, nothing herein is intended to modify the requirements regarding the condition of title in which the Library will acquire the Library Parcel on the Closing Date.

Maintenance Expenses: Pursuant to the terms of the CC&Rs as approved by the Library, the Library will be obligated to pay reasonable Common Area Maintenance (CAM) charges to the operator of the Housing Project. The Library shall be responsible for any taxes on the Library Parcel and for maintaining directly the Library Parcel's systems and services, exterior portions of the building and sidewalks and for paying for only those CAM charges that provide direct benefit to the Library such as property insurance and shared circulation areas such as lobbies, hallways, and stairs, and replacement costs for structural and direct benefit improvements.

Use Restrictions: The Library agrees to use the Library Parcel for the operation of a ***public*** branch library that will be open to the general public free of charge a minimum of five (5) days each week for a minimum of 32 hours per week, including one weekend day and one weeknight, until the earlier to occur of June 30, 2009 or the Agency no longer owns the underlying fee title to N3a/Parcel 1, unless otherwise agreed upon in writing between the Agency and the Library. After June 30, 2009 and provided that the Agency still owns the underlying fee title to N3a/Parcel 1, the Library agrees to use the Library Parcel for the operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the Library system, unless otherwise agreed upon in writing between the Library and the Agency. For purposes of this letter, the phrase "operation of a public branch library" shall include any library uses approved by the Library Commission of the City and County of San Francisco that support cultural, educational and/or recreational uses available to the general public in San Francisco ("Library Uses"). Such uses may be offered in partnership with other public agencies or non-profit organizations. The Agency and Developer agree that the Library shall have 240 days from the Closing Date to begin operating the branch public library on the Library Parcel consistent with the above standards.

If the Library wishes to change any portion of the Library Parcel to a non-Library Use, the Library shall submit a written request to the Agency detailing the proposed change in use, the location and amount of square feet involved in the change in use, the reasons for the change in use, the expected duration of the change, and the proposed days and hours of operation of the new use ("Request for Change of Use"). The Agency shall not unreasonably withhold, delay, or deny any Request for Change of Use and shall approve or deny each Request for Change of Use within 90 days of the Agency's receipt thereof. If the Agency denies theRequest for Change of Use, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised Request for Change of Use. If the Agency fails to respond in writing within 90 days, the Agency shall be deemed to have approved the Request.

Except after receipt of the written consent of the Agency in response to a Request for Change of Use, the Library shall not change the use of the Library Parcel. These Use Restrictions shall be included in the Declaration, which shall be recorded on the Library Parcel at or prior to the Closing.

Right of Reverter: So long as the Agency owns the underlying fee title to the Housing Project, if the Library uses the Library Parcel for any purpose other than a Library Use without the Agency's prior written permission as set forth above or the Library sells or transfers its interest in the Library Parcel (other than for municipal finance purposes) without the prior written consent of the Agency as set forth below (collectively the "Use Violations"), then the Agency shall have a right of reverter under the following terms and conditions:

1. Prior to any sale or transfer of the Library Parcel, the Library shall submit to the Agency a written request for permission to sell or transfer the Library Parcel (other than for municipal finance purposes). The Agency shall not unreasonably withhold, delay, or deny any request for permission to sell or transfer the Library Parcel and shall approve or deny each request for permission within 90 days of the Agency's receipt thereof. If the Agency denies the request for permission, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised request for permission. If the Agency fails to respond in writing within 90 days, the Agency shall be deemed to have approved the request. If the Agency approves the request or the request is deemed approved, the Library may proceed to sell or transfer the Library Parcel without any use restrictions other than as may exist under the Redevelopment Plan or other City land use controls existing at the time of such sale or transfer.

2. The Agency shall have the right to exercise its right of reverter within 90 days following receipt of written notice from the Library of a Use Violation or request for sale or transfer. Such notice shall state the specific nature of the Use Violation, the date on which the Violation began and the reason for the Violation. If the Agency fails to exercise its right of reverter within such time, the Agency shall have waived its right of reverter with respect to the specific Use Violations described in the written notice. The foregoing notwithstanding and without regard to whether the Library has given the Agency a written notice of a Use Violation, the Agency shall be deemed to have waived its right of reverter if the Library has openly and continuously used any portion of the Library Parcel for a non-Library Use for a period of 12 months, provided that such use has been approved by the Library Commission.

3. The Agency shall exercise its right of reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its right of reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the Library subsequent to the Closing Date (the "Reverter Price")

Defaults and Remedies

Default By Developer: The following shall constitute Events of Default by the Agency after the expiration of reasonable notice and cure rights as provided under the Agreement:

- The Agency's failure to deliver the Library Parcel with all improvements thereon constructed in accordance with the approved Library Plans and Specifications by the Closing Date ("Delivery Default").
- The Agency's failure to abide by any other terms of the Agreement ("Other Agency Default").

Library Remedies: The Library may exercise the following remedies in the Event of Default by the Agency:

- In the Event of a Delivery Default, the Library may (i) terminate the Agreement and recover the full amount of any moneys deposited pursuant to this Letter and the Agreement together with interest thereon at the higher of the City's cost of funds or the legal rate, or (ii) pursue such other remedies as are available at law or in equity.
- In the Event of an Other Agency Default, the Library may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Agency is in default.

Default By Library: The following shall constitute Events of Default by the Library after the expiration of reasonable notice and cure rights as provided under the Agreement:

- Library's failure to make any required payments under the Agreement including but not limited to payments for the purchase of the Library Parcel ("Monetary Default").
- The Library's failure to abide by any other terms of the Agreement ("Other Librarly Default").

Developer Remedies: The Agency may exercise the following remedies in the Event of Default by the Library:

- If a Monetary Default, the Agency may charge the interest on the amount due at the maximum amount allowable by law and $100 per day for every day the Library is in default.
- If an Other Library Default, the Agency may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Library is in default.

Other Provisions: The Agreement, the CC&Rs, the Declaration of Restrictions, any easement agreements, and any other documents to be recorded against the Library Parcel shall contain such other provisions as the parties may agree are appropriate and consistent with the intent of this letter. The Library shall have the right to review and approve all agreements directly relating to the cost or the design of the development of the Library Parcel prior to their effectiveness. Notwithstanding this right, the Library shall not have the right to take any action or nonaction that would delay the completion of the Housing Project and/or increase the cost of the Housing Project, except as otherwise provided herein.

Non-Binding: This letter is intended only as an expression of interest and is not in any way to be construed to be legally binding on either party. Nothing herein shall be binding upon any of the parties until actual agreements have been prepared, approved by the governing bodies for each party (including the Board of Supervisors and the Mayor for the Library), and duly executed by each party.

If the above terms are acceptable, Agency staff will recommend to its Commission that the Agency enter into Agreements containing such terms. We look forward to your response. If you have any questions regarding this matter, please contact Matt Schwartz at 749-2460.

Sincerely, Marcia Rosen Executive Director	Acknowledged and Agreed to: Susan Hildreth, Director San Francisco Public Library

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, December 4, 2001
TIME: 4:00 PM
PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

1. APPROVAL OF THE MINUTES — ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 7, 2001.
Explanatory document: draft Minutes

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth — DISCUSSION
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an introduction of the new Deputy City Attorney assigned to the Library Commission, and a report on Internet access on children's computers.

3. CHILDREN'S LIBRARY ISSUES — ACTION
Presentation and discussion of, and possible action to approve guidelines for children's library cards and concerning parental access to children's library circulation records.
Explanatory document: draft guidelines

4. LIBRARY BUDGET PLANNING REPORT — DISCUSSION
Presentation of and discussion of plans for the Library's budget.
Explanatory documents: draft 2002/03-budget report and revised 2001-02 budget information.

5. MAIN LIBRARY POST OCCUPANCY EVALUATION (POE) REPORT — DISCUSSION
Presentation and discussion of an update report on POE related Main Library projects including a POE timeline and design protocols.

DOCUMENTS DEPT.

NOV 3 0 2001

SAN FRANCISCO
PUBLIC LIBRARY

6. RESOLUTION HONORING DALE CARLSON **ACTION**

Presentation and discussion of and possible action to approve a resolution commending and honoring Dale Carlson, former Library Commissioner and President of the Friends and Foundation of the San Francisco Public Library for his decades of leadership and service on behalf of California's public libraries.
Explanatory document: draft resolution

7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. PUBLIC EMPLOYEE PERFORMANCE EVALUATION **ACTION**
- Commission Secretary

Public comment: **(on all matters pertaining to the closed session)**

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of Library Commission Secretary Michael Housh's performance.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.12(a): motion and vote to a report if any action was taken or to disclose any or all of the discussions held in closed session.

11. ADJOURNMENT (requires motion and public comment) **ACTION**

11/26/01 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

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he ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at is meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) sponsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic evices.

now Your Rights Under The Sunshine Ordinance

overnment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, ouncils and other agencies of the City and County exist to conduct the people's business. This ordinance assures at deliberations are conducted before the people and that City operations are open to the people's review.

r more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco dministrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator, e Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-89 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance n be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's ebsite at www.ci.sf.ca.us/bdsupvrs/sunshine.

n Francisco Lobbyist Ordinance

tention: Individuals and entities that influence or attempt to influence local legislative or administrative tion may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and port lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics ommission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site tp://www.ci.sf.ca.us/ethics/.

ichael Housh, Commission Secretary
9/01

DRAFT

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Wednesday, November 7, 2001.
The San Francisco Public Library Commission held its regular meeting on Wednesday, November 7, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:09PM by Vice President Steiman.
The following members were noted present: Commissioners Bautista, Coulter, Steiman, Streets, and Swig.

Commissioners Chin and Higueras were noted excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

An anonymous member of the public commented favorably on the reporting of remarks attributed to President Higueras on page 9 that the Friends and Foundation charrette was a promotional event distinct from the Commission's role in overseeing construction of branch libraries and on Page 12 that the charrette was the kick off for the capital campaign for the branches rather than a formal planning event. This anonymous member of the public expressed the view that comments in the Minutes by members of the public were not as fully reported citing comments on the Approval of the Minutes and Adjournment agenda items attributed to the anonymous member of the public. Mr. Peter Warfield found parts of the Minutes improved but criticized reporting of his page 1 comments on approval of the Minutes related to comments attributed to Dallas Shaffer and David Binder and his page 3 comments suggesting that the agreement for the Mission Bay Branch Library gave staff a blank check to develop this branch without Commission approval or public input. Mr. Warfield expressed regret that the agenda mailing had not included a copy of the term sheet outline which made it difficult to understand the comments related to it. Mr. Warfield also noted that there was no mention in the page 6 report on the City Librarian's Report concerning the new catalog nor any mention of his comments concerning the new catalog. Mr. Warfield further noted that comments concerning a page 8 report that damage was occurring to tables from ordinary use were also not included. Mr. Warfield also commented that a page 11 report did not include his comments concerning a lack of information about days and times or agenda for the charrette and that a page 12 report inaccurately reported his reference to someone else's remarks concerning the availability of other means of finding furniture.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 2, 2001.

The Commission Secretary observed that members of the public who wished to comment on or amend their reported public comment on an item could do so by submitting a public comment summary statement as authorized by the Sunshine Ordinance.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of October 4, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 10, 2001

Vice President Steiman continued this item until the next meeting of the Commission.

AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

City Librarian Susan Hildreth introduced the new Deputy City Librarian Paul Underwood and briefed the Commissioners on his distinguished career in library service.
Ms Hildreth next provided the Commission with an update report on work being done at the Visitacion Valley Branch Library. In response to a query by Commissioner Bautista at the previous Commission meeting, the City Librarian outlined the measures she had undertaken to increase security at the Main Library giving special attention to increased security in the lading dock area, Brooks Hall, the Main Library Mail Room, and to increase security awareness among library staff. Ms. Hildreth noted in connection to the increased security awareness that new rules concerning limitations on patrons bringing carts and large packages and bags into the library had been posted. Ms. Hildreth next discussed several enhancements being made to the new Ocean View Branch Library with remaining available funds including upgrades to its public art work, a flushometer, an electric door, and an additional security camera. The City Librarian then outlined recent LSTA (Library Services and Technology Act) grants which the Library had received. Finally Ms. Hildreth informed the Commissioners, that Dale Carlson, former Library Commissioner and current President of the Friends and Foundation of the San Francisco Public Library had be selected as the California Library Association (CLA) President's Award winner for 2001 in recognition of his service to and leadership in behalf of the San Francisco Public Library.

PUBLIC COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN'S REPORT

An anonymous member of the public expressed concern with the funds being spent on the Visitacion Valley Branch Library, a rental facility, and queried as to the amount and source of these funds. This individual further noted that the policy on packages could be as controversial as the Patron Conduct Policy and wondered if homeless individuals might be subjected to greater scrutiny than ladies with large purses. Finally, the anonymous member

The number of members of the public who spoke anonymously at this meeting. 1

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public

of the public wondered about the flushometer. Mr. Peter Warfield welcomed the new Deputy City Librarian and expressed a hope that he would work to improve public service. **Mr. Warfield further expressed thanks to the Commissioner who had suggested amending the Minutes to reflect changes he had requested and challenged the accuracy of the Commission Secretary's observation concerning these comments.**

COMMISSION COMMENT ON AGENDA ITEM #3 CITY LIBRARIAN"S REPORT

Commissioner Bautista inquired about and was informed by the City Librarian concerning the steps that that Library had undertaken to safeguard its rare book collections in the event of an emergency. Commissioner Coulter expressed happiness at Mr. Carlson's selection as this year's winner of the CLA President's Award and commented on his extensive record of support for and service to the San Francisco Public Library. **Commissioner Coulter suggested that the Commission consider adopting a resolution commending Mr. Carlson for his contributions.** In response to questions by Commissioner Streets, the City Librarian discussed in detail how budget resources had been reallocated to cover the increased security efforts rather than the creation of any new positions. Vice President Steiman noted while the Commission had heard many reports concerning the need for work at the Visitacion Valley Branch additional background would be helpful. Ms. Hildreth then discussed in greater detail the need for undertaking in particular the electrical upgrades required to make this rented branch location function properly until it is replaced as planned with a new facility by the branch library bond program.

AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

Library Finance Director George Nichols presented a very detailed outline of the situation facing the Library during the remainder of this fiscal year in light of the Controller's and Mayor's Budget Office instructions to consider reductions in General Fund related expenditures given the current economic climate and expected downturn in city revenues. Mr. Nichols noted that the Board of Supervisors Finance Committee would be addressing these matters at its meeting taking place simultaneously with the Commission meeting and would be expected to consider changes in city spending to address any projected budget deficits. The Library Finance Director reported the Mayor and the Controller currently expected a revenue shortfall of $61 to $100 million in this fiscal year and had directed that the Library reduce its General Fund expenditures by $1.1 to $2 million to meet its share of the funding shortfall. Mr. Nichols informed the Commission that Library Administration was able to make up the lesser amount of the proposed cuts without reductions to public service or the book budget through use of accrued salary savings due to attrition and minor spending reductions. The Finance Director noted however, that should larger reductions be required, some capital projects could be slowed or delayed to free additional funds to bridge the loss of revenue. Mr. Nichols next discussed in detail specific amounts and projects that could be delayed or reduced to produce the additional amounts needed.

Mr. Nichols then provided the Commissioners with an extensive overview of the framework and initial figures for the proposed 2002/2003 Library Budget. The Library Finance

Director discussed the difficulties involved in projecting revenues for the next fiscal year due to economic uncertainties but suggested that it was likely that the Library would ultimately have no significant change in expected revenues from the current adjusted year levels due to the unique nature of the funding available to the Library under Prop. E (Library Preservation Fund) including the $1.1 reduction which he had just discussed. Mr. Nichols identified $53, 617,000 as revenues expected and $51, 007,906 as projected expenditures for FY 2002/2003. Mr. Nichols expected to have a budget reserve of $2.6 million or 5.2% of the proposed budget available above expected expenditures. The Library Finance Director discussed various one time costs such as the Tool Lending Center, $883,000 in one time capital project expenses related to the branch library telephone system and deferred maintenance costs that could be saved in the next budget. Mr. Nichols then reported on the likely impact of various salary adjustments, and FTE (full time equivalent) adjustments, and inter-departmental work orders. The Library Finance Director outlined the first steps in budget planning in noting that 54 Budget Change proposals were submitted by staff and outlined some of those under active consideration. Mr. Nichols noted that many of the proposals submitted could be seen as a wish list but that they each represented identified real needs that could improve library services. Mr. Nichols identified priority items as funding for the new integrated library system (ILS), continuing to fund branch library maintenance, funds for networks and terminals for the ILS system, creation of a .5 Librarian II position for the proposed new Mission Bay Branch Library, converting some Project Read positions to library positions, and copying and printing costs formerly covered by the Ikon contract. Other items Mr. Nichols called attention to included funding for reproducing library materials and continued upgrade of the branch library phone system. In order to achieve some savings to pay for some of these proposals Mr. Nichols proposed that the ILS (integrated library system) be purchased on a lease/purchase arrangement. The Library Finance Director recommended that the Library take a very prudent stance in order to anticipate a continued troubled economic outlook and thus postpone if not avoid all together having to make any reductions in ongoing programs or any public services.

Mr. Nichols urged the Commissioners to review the materials presented for discussion. The Library Finance Director noted that he would provide updated information on the changing revenue outlook and solicit Commission comments on the staff's recommended budget proposals at the December Commission meeting before presenting a budget package for adoption at the January Commission meeting.

Public comment on Agenda Item #4 **LIBRARY BUDGET PLANNING REPORT**

Mr. Peter Warfield expressed happiness that there was no proposal to reduce the book budget, but expressed concern at the proposed reduction of expenditures on ergonomic equipment and supplies. Mr. Warfield noted the potential for injury and discomfort of patrons and staff and inquired as to whom these reductions might effect. Mr. Warfield also asked concerning the effect of the proposed salary savings on public service. Mr. Ed Regan commented that should there be a decline in revenue that could lead to reductions of hours at branches that the Commission go easy on converting branches in rental locations to new city owned facilities. Ms. Melissa Riley, Librarian's Guild, inquired concerning the nature of the .5 Librarian II position proposed for the new Mission Bay Branch Library and was

The number of members of the public who spoke anonymously at this meeting. 1

informed by the City Librarian that these were planning positions.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

In response to questions by Commissioner Streets and Vice President Steiman concerning the 14 positions created in this year's budget, Mr. Nichols explained that all of the positions in the current budget were in process of being filled and that there was no proposal to hold positions vacant to create savings. He additionally explained that excess salary savings amounts are generated by the very nature of the re-assignment process mandated for the Library to use. Mr. Nichols further noted that the budgets for fringe benefits are set by the Controller and are not within the Library's control. The Library's Finance Director suggested that this was an area where negotiation to address the amounts calculated should be pursued. In response to a question by Commissioner Streets, Mr. Nichols confirmed that the General Fund dollars remaining in the Ocean View Branch Library Project account must be returned to the General Fund and that under normal circumstances there might not have been pressure to do so, but given current circumstances returning these funds was the best way to minimize any likely impact on public services. In response to another query by Commissioner Streets, Mr. Nichols discussed the timeline for expiration and negotiation of the Library's labor contracts noting that there should be little impact on the current budget and only partial impact in the next budget. He also informed Commissioner Streets that the Library continued to pursue grant funding to improve computer equipment. The Library Finance Director also informed Commissioner Streets that while the Mayor and the Controller were monitoring expenditures it was as yet unknown if the Board of Supervisors might mandate reductions. He then discussed the process used to monitor ongoing expenditures. Commissioner Streets requested that the timeline and additional information concerning preparation of the 2002/2003 Library Budget be made available to the Commissioners in sufficient time for them to study the materials and formulate their responses and questions.

In response to a query by Vice President Steiman, Mr. Nichols noted that there was little difference in the cost of the ILS between purchase and the proposed lease/purchase approach. Mr. Nichols further informed Vice President Steiman concerning plans for branch library electrical upgrades in view of the bond program. In answer to a question by Commissioner Swig, both Mr. Nichols and the City Librarian discussed the situation involved with the funding for the Tool Lending Center and indicated that they did not propose to fund it from Library funds again this year but indicated that decision had been made by the Mayor's Budget Office. Vice President Steiman expressed admiration for the good work of the program but hoped that it would be funded from other sources in the future. In answer to questions by Commissioner Bautista, Mr. Nichols explained about how staff training funding was used and how staff input from each library department was gathered in the Budget Change Concept (BCC) proposal process and proposed to send her copies of all of the submissions for her review. The Library Finance Director proposed to provide more details of each of the identified priorities for the Commissioners' review and consideration prior to the December meeting.

AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

PUBLIC COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND COMMITTEE

An anonymous member of the public commented on the discussion concerning the Branch Library Bond Committee at the October 10th Commission meeting which in this individual's view centered on the private sacrifices that Commissioners must make when they accept a public role. The anonymous member of the public noted that this is a situation that faces every local agency in California. The anonymous member of the public found that the Commission's proposal (to eliminate its Committee) to address bond related matters at the full Commission a shame and spoke volumes about the issues involved. This individual commented that several Commissioners had complained that they were unable to attend the planning charrette held by a private organization and that it was the purpose of the law that the Commission undertake its own deliberations and planning and generate excitement and interest in its plans. This person noted that the challenge to the Commission was to bring these matters before them rather than surrendering them to what appeared to be a staff committee. Mr. Peter Warfield expressed disappointment that there was no presentation of matters related to this committee. Mr. Warfield observed that it was important that the Commission maintain strong oversight over the bond process. Mr. Warfield recalled that previous discussion by the Commission had proposed that the Commission act as a Committee of the Whole to address bond related matters at a regularly scheduled second meeting each month. Mr. Warfield expressed concern that the Commission was acting to eliminate this subcommittee without creating a replacement Committee of the Whole or setting a schedule of meetings to address these matters. Mr. Warfield noted that the bond program was a major $106 million long range project taking many years and requiring strong oversight and that the Commission should take formal action to create a Committee of the Whole and set a schedule of regular meetings.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Commissioner Bautista noted that the Commission had thoroughly discussed this matter and it was clear that the Committee was unworkable as the way to oversee the bond program.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the Ad Hoc Branch Library Bond Committee be abolished.

ACTION: AYE 5-0 (Bautista, Coulter, Steiman, Streets, and Swig)

AGENDA ITEM #6 REPORT INTERNET LEGISLATION REPORT

City Librarian Susan Hildreth brought the Commissioners up to date on recent developments regarding the filtering of the Library's public access computers and provided them with details of the recently enacted city ordinance authored by

Supervisor Mark Leno. The City Librarian reported that the new ordinance forbids the filtering of the Library's public access computers except that it leaves to the discretion of the Library Commission whether to address the issue of filtering Internet access on the Main Library Children's Center computers and those computers designated for children under the age of 13 in branch libraries. Ms. Hildreth then introduced respected national expert on Internet filtering issues Librarian Karen Schneider for a presentation.

Ms. Schneider spoke about her extensive professional background as a manager of the Librarian's Index to the Internet and as librarian and author involved in addressing Internet access issues. Ms. Schneider discussed in detail the various methods used in filtering access to Internet sites identifying the problems and difficulties inherent in such efforts. Ms. Schneider called attention to the very significant 1st Amendment issues involved in limiting Internet access and discussed in some detail the very subjective nature of how access-blocking decisions are made by private firms that insist on keeping secret the lists of sites they decide to block.

Ms. Schneider spoke extensively about the findings of the Internet Filtering Assessment Project that determined that no filtering system worked well and all had serious accountability problems often resulting from hidden agendas. Ms. Schneider noted that there was often no rationale offered for why something cannot be seen; about who made the decisions on what to block; why access would be denied on the Internet but would never be denied in other formats such as books; and finally whether there exists any real problem of significant inappropriate access to problematic Internet sites by children at public libraries.

Ms. Schneider suggested that there were a number of ways that could be more effectively used to address any perceived problem such as: providing pro-active guidance on computers dedicated to children's use; drafting policies which address inappropriate behavior; and often simply locating or grouping children's access computers in highly visible central locations. Ms. Schneider commented that in her experience children primarily sought out appropriate resources, and that children tended to be most conformable congregating in children's areas often sharing use of a terminal as they did their work. She observed that while there might be some thrill seeking/rile the librarian behavior that children do not represent a major problem of Internet misuse.

PUBLIC COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

An anonymous member of the public noted the importance of the presenter's remark that if no one sees what you do then know one will know. The anonymous member of the public noted that this was a national issue and the Commission was addressing this issue in response to the Board of Supervisors adopting a policy in response to the federal Children's Internet Protection Act, that threatened loss of federal funds unless computers were filtered. This person inquired if the language of the amended version of the ordinance exposed the Library to a loss of funds. This individual further commented that children have 1st Amendment rights as well, that this issue was not about someone encountering

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objectionable material on the Internet, and that if you restrict children's access you could create restricted people living in a fantasy world. This person observed that as a child taking advantage of access to information that maybe parents would have denied encouraged natural curiosity and encouraged greater intellectual growth. Mr. Peter Warfield wondered if such a presentation had been made to the Board of Supervisors. Mr. Warfield observed that the points raised were useful and showed why filtering does not work. Mr. Warfield further commented that there were other issues more problematic in this regard. Mr. Warfield suggested that a proposed interfiling of children's and adult materials in some branch libraries could lead to a potential problem with intermixing adult and children users making identifying which computers are primarily for children's use more difficult. Mr. Warfield additionally noted that identifying which computers would be covered by this ordinance would be difficult as use of the libraries changed on different days and at different times. Mr. Warfield commented that the terms of the Gates Grant that provided the Library with a great number of personal computers on condition that they be unmediated and filtering could create a conflict with the terms of the grant. Mr. Warfield recounted a presentation that he had heard at an American Library Association meeting in which the presenter suggested that librarians did not filter the Internet but merely selected the information made available as they did with all of the other information in the library. Ms. Melissa Riley, the Librarian's Guild reported the Guild's efforts at the Board of Supervisors in support of the Library's opposition to Internet filtering based on their support for the ALA Library Bill of Rights, the ALA Code of Ethics, and the San Francisco Public Library's Mission Statement. Ms. Riley noted the great importance of upholding the right to free access to information.

COMMISSION COMMENT ON AGENDA ITEM #6 INTERNET LEGISLATION REPORT

The City Librarian noted that in fact the Gates Grant was specifically and deliberately silent on the issue of Internet filtering and the reference to unmediated access meant that they had to be used for public access rather that use at a reference desk or for staff use. Ms. Hildreth noted that the terms of the Children's Internet Protection Act (CIPA) required filtering of all library computers and that the Board of Supervisor's decision effectively meant that the Library would not comply with the requirements of CIPA whatever was decided to do involving the children's computers. Commissioner Coulter congratulated the presenter on an excellent presentation and agreed with Ms. Riley's comments. He suggested that the evidence seemed to indicate that there was not a real problem with inappropriate access with few complaints. The City Librarian reported receiving few complaints and that by the far the bigger complaint was inadequate access due to a lack of enough computers. Ms. Hildreth reminded the Commissioners of a study of the Library's Children's Center computers done concerning this issue which found fewer that 1% of sites accessed could be deemed inappropriate. The City Librarian noted that further studies of the specific sites accessed seemed to indicate that the majority of visits to those sites seemed the result of common misspelling of the names of frequently accessed sites. Commissioner Coulter expressed appreciation that the Board of Supervisors had left the decision relating to the

children's computers to the discretion of the Commission and suggested he saw little evidence of any need to change the Library's policy on this issue. In response to a question by Vice President Steiman, Ms. Schneider provided more background on various filtering options, but concluded that they are poor products and all of them can be got around by anyone with modest computing skills. Ms. Schneider then discussed the reality that all of the resources of the library are available to children and that the best way to respond to questions about computer access is to structure guided access. In response to a question, why not filter, posed by Vice President Steiman, Ms. Schneider noted that questions quickly arise such as: who is a child; about making presumptive judgements about what individual parents may want for their children; about the random effectiveness of filters, about the ethical issues raised of conditioning children to a censored environment, about the simple fact that children already have many points of access to the Internet, and finally that filters create a false sense of security. Ms. Schneider noted that education about how to properly use the Internet was an important element. In response to a question regarding what is done when a child is found accessing inappropriate Internet sites, the City Librarian noted at if complaints are made to a librarian about Internet viewing by any patron either adult or child that the librarian could ask the patron to go to another site. Ms. Hildreth noted that particularly in the branches there were computers available with privacy screens so that those who wished to access sensitive sites could do so in privacy. In response to a question by Vice President Steiman, Ms. Hildreth reported that when children's library cards are issued parents are provided with written materials concerning their children's use of the library. Toni Bernardi, Library Children's Services Coordinator, reported that there are two specific handouts provided; one to children discussing Internet safety, and one for parents which discusses the advantages/concerns with the Internet, informs them of the Library's open access policy, and urges parents to become involved with their child's use of the library. Ms. Bernardi also noted that the Library's Children's Center computers are set up to guide children to recommended sites. Ms. Bernardi also discussed the findings of the study concerning inappropriate access on Children's Center computers reporting that the evidence indicated that there was not a problem. She noted that children's use of the computer was very social and that context did not favor such inappropriate uses. Ms. Bernardi concluded that while this might be perceived to be a problem it did not seem to be an actual one.

AGENDA ITEM #7 POE UPDATE REPORT

City Librarian Susan Hildreth provided the Commissioners with an update on the Main Library improvements proposed in response to the Post Occupancy Evaluation (POE) Report. The City Librarian reported that she would discuss in greater detail aspects of the timeline for POE related projects and a report identifying specific costs related to specific POE recommendations at the December meeting of the Commission when President Higueras who had requested this information could be present. Ms. Hildreth noted that library staff had identified 19 specific projects with a total cost of $9.4 million rather than the $28 million figure which had been discussed as the possible cost of doing all of the proposed modifications called out in the POE. Of this amount Ms. Hildreth observed

nearly half was allocated to improvements to Brooks Hall and only about $5 million for projects in the Main Library. She reported that Simon Martin Vegue Winkelstein Moris, architects of the Main Library had agreed to serve pro bono as design consultants on proposed Main Library improvements. The City Librarian then introduced Kathy Lawhun, Chief of the Main Library for a presentation on proposed modifications to the 1st Floor Borrower's Services area.

Ms. Lawhun described how a staff committee of six 1st Floor staff members, originally chaired by former Chief of the Main Ned Himmel, assisted by Phil Sowers of the Bureau of Architecture had developed proposed solutions to POE related issues during a year long process. Ms. Lawhun identified the POE recommendations to be addressed as: #4 to combine the check in/check out desk to better utilize staff and serve the public: #8 to restructure the entry sequence on both the 1st and 2nd Floors to make it less confusing and relate the Information Desk so it is more visible and accessible to patrons; # 13 to improve the rate of return of materials to the shelves by relocating the Sorting Room adjacent to the materials return desk and improve the book drops. Ms. Lawhun reported that the proposed response to these recommendations was to suggest reconfiguring the Borrowers' Services public area. The registration/checkout/check-in functions would be combined and relocated further into the atrium for greater visibility. An express return area would be created where the registration/library card desk is presently located, and an express check out area would be created in a prominent location. A corner would be removed from the 2nd Floor stairway to allow for expansion of check-in/checkout, and a redesigned Information Desk would be relocated to the present checkout location. A new acquisitions area would be created in the area presently behind the checkout area so patrons will see books and library materials when they first enter the building. The security gates would be located further into the curved area of the atrium to allow a clear view of the public services area and to reduce a tripping hazard. Ms. Lawhun continued that the staff task force additionally recommended relocating the Sorting Room to the 1st Floor and creation of a new efficient sorting area adjacent to where materials are returned. Involved in this move would be opening an elevator entry into a redesigned staff work area in that part of the 1st Floor. Ms. Lawhun noted that the guiding motivation underlying these proposed changes was improved public services. She noted that the relocated service desks would be both more visible and reduce the need for patrons to wait in line. The Chief of the Main reported that these changes would facilitate faster return of materials to the shelves for patrons to borrow. She noted that the redesigned desks would include features that would also serve to improve staff efficiency. Ms. Lawhun noted that these proposed improvements would allow Borrowers' Services staff more varied duties, reduce time lost by consolidating now separated functions, reduce the number of times books and materials are handled and eliminate the need to use a conveyor system that sometimes damaged materials, and improved workflow would result from having the more efficiently designed sorting function next to the materials return area. The Chief of the Main also pointed out redesigned desks could resolve a number of on-going ergonomic problems as well.

Ms. Lawhun showed the Commissioners drawings of both the existing and proposed redesigned 1st Floor areas and identified the location of each of the previously described improvements on the drawing. The Chief of the Main indicated that further development of these proposal would continue into January 2002 followed by a more detailed design phase by Mr. Sowers in February 2002 until August 2002, with possible construction beginning in November 2002 through April 2003. Ms. Lawhun highlighted the proposed increase of express checkout stations from 1 to 4 including the availability of express checkout of video materials. Additionally, she pointed out that express return area counters would include identified ergonomically designed sorting bins to facilitate patron self-sorting of materials and simplify staff handling of materials. Ms. Lawhun responded to Vice President Steiman's query concerning how to do this extensive redesign and relocation work with minimal disruption to patron service by outlining the preliminary staged planning being developed by staff. She further commented that placing express checkout machines on various floors and temporarily using various paging desks throughout the building for checkout could serve to maintain services during the actual 1st Floor reconfiguration process. The Chief of the Main also noted that the work could be done on a swing shift basis to minimize impact during the busiest times of the day. The City Librarian noted that flexibility of design was a major consideration in these changes to allow for future changes as needed.

Vice President Steiman called for a brief recess at 7:03 PM
Commissioner Streets left the meeting during the recess.
The Commission returned to session at 7:08 PM

PUBLIC COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

None offered.

COMMISSION COMMENT ON AGENDA ITEM #7 POE UPDATE REPORT

Commissioner Coulter expressed happiness that SMWM, with their strong attachment to maintaining the beauty of the building, had agreed to advise the staff on the proposed design changes to maintain the integrity of the building's design and commented that the staff seemed to have engaged in a careful and thoughtful effort to make the needed improvements. Commissioner Coulter suggested that making the express checkout available throughout the building might be something the Library would want to continue. In response to a question by Commissioner Swig regarding the potential to reduce need for staffing in Borrowers' Services, Ms. Lawhun indicated that their wouldn't be a reduction in staff as a result of these changes but neither would their be any need for increased staffing. Vice President Steiman commented that these changes would make providing services both easier for the staff and better for the public. In response to a question by Commissioner Bautista, Ms. Lawhun noted that the proposed location for the new acquisitions area was largely unused at present. The City Librarian called attention to the additional potential impact on the Main Library's 1st Floor design of the likely relocation of Technical Services which would then provide increased space for audiovisual materials and allow bring down of

the fiction collection from the 3rd Floor. In response to a question regarding efforts to dampen noise levels in the atrium by Commissioner Bautista, Mr. Sowers described some of the steps being considered to resolve those problems. Commissioner Coulter pointed out that it was very important to clearly understand that the POE Report described a variety of proposed alternative responses to a number of perceived problems for the Library's consideration which in total had a $28 million price tag, but that amount only reflected the choice to undertake all of the possible alternative choices offer in the report. Vice President Steiman observed that action would be taken on various part of the POE report over time and that these issues would certainly continue to be extensively discussed as the available choices were considered.

AGENDA ITEM #8 FRIENDS & FOUNDATION REPORT

Ms. Cynthia Adam, Interim Executive Director of the Friends and Foundation of the San Francisco Public Library, provided the Commissioners with a report on recent Friends and Foundation activities. Among the items reported were: an announcement that the results of the charrette would be posted on the Friends and Foundation website in January; that book sales were returning to their pre-September 11th levels; that the Fall lectures series was continuing with excellent attendance; and the Friends and Foundation Board was continuing in its search process to select a permanent Executive Director.

AGENDA ITEM #9 UNION REPORT

None offered

AGENDA ITEM # 10 NEW BUSINESS

No items were proposed.

Agenda item #11 PUBLIC COMMENT

An anonymous member of the public commented the Minutes had missed the point of a previous public comment about the Commission discontinuing reciting the Pledge of Allegiance at Commission meetings (in 1988) despite that fact that this was the practice of the Board of Supervisors and other city commissions without public comment. The anonymous member of the public suggested that this was done because: it is done by everyone at every level of society from the Board of Supervisors to kindergartens and everything in between beginning this way; that the pledge contains words about Liberty and Justice for all reminding us that we are equal and destroying the Commission's pretension to aristocracy; and that reciting the words of the pledge together facing the symbol of our country made maintaining aristocracy difficult. This individual suggested that had this issue been discussed some might have persuaded the Commission that this was a valuable tradition which safeguarded the public decision making process that made the symbols of our democracy like the flag and the Pledge of Allegiance more than just symbols. This person observed that it is that process which destroys pretensions to aristocracy and makes us all equal, the foundation of our country. This individual suggested that that is why we had such traditions. Mr. Ed Regan echoed the remarks of the previous speaker and requested expansion of Library public service hours from 6AM until Midnight, every day of the year. Mr. Peter Warfield criticized the Commissioners for not notifying the public when the meeting resumed thus depriving individuals of an opportunity to comment. Mr. Warfield

expressed concern that the listing of POE recommendations did not fully inform the public about a recommendation. Mr. Warfield expressed a view held by many interested in the Library that the POE was about increasing the capacity of the Main Library. Mr. Warfield observed that there were a number of recommendations related to increasing capacity but that he found no listing regarding the amount of additional capacity to be created. Mr. Warfield expressed a preference that there be specific references back to specific pages and recommendations in the POE be given in such presentations. Mr. Warfield found no reference, except to Technical Services, to services leaving the building in the report. Mr. Warfield noted that his previous comments calling for corrections in the Minutes reflected his wish that the Commissioners would make their Minutes as accurate as possible.

Agenda Item #12 ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:25PM.

Michael Housh, Commission Secretary 11/19/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Understanding Internet Content Filtering In Libraries

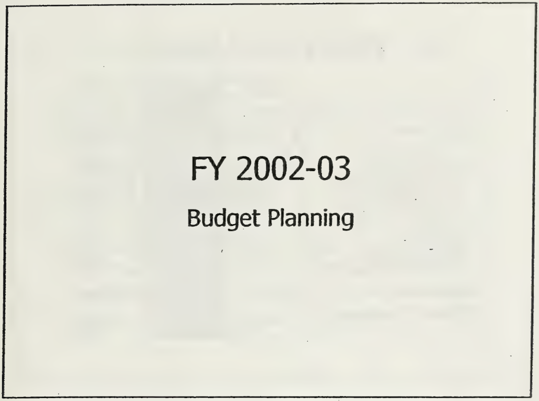
Five Key Points

1. Children do not seek out the content filters target, or congregate where adults gather
2. Filters hide what they block
3. Filters invariably underblock and overblock
4. Filters delegate information management to private third parties who are not in the business of protecting the public good
5. The overwhelming majority of library "problems" are not technology-based

Ten Core Readings

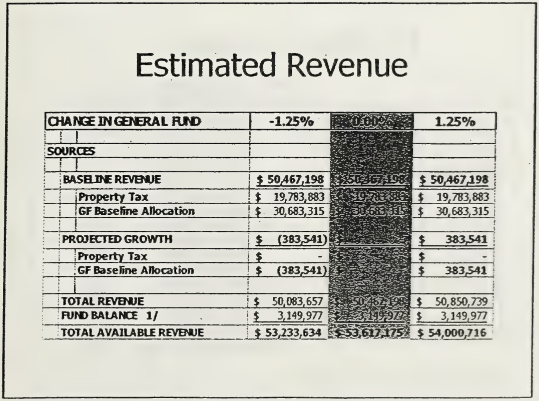
1. Ayre, Lori Bowen (2001). Internet Filtering Options Analysis: An Interim Report. Infopeople Project. Addresses limitations of filters without making that the focus of the report.
2. The Censorware Project (1997 --). Includes extensive documentation related to key court cases about filtering, including Mainstream Loudoun. www.censorware.net
3. "Digital Chaperones for Kids," Consumer Reports, March, 2000. This consumer magazine evaluated Internet filters and concluded they were imperfect.
4. Lewis, Peter. "Web `watchdogs' work to block sex, violence from eyes of young surfers." *The Seattle Times* Dec. 17, 1997. A reporter interviews the young part-time employees selecting sites to block in filters.
5. Meeks, Brock and McCullagh, Declan (1996). "Keys to the Kingdom." An expose of Internet content filters.
   www.eff.org/Publications/Declan_McCullagh/cwd.keys.to.the.kingdom.0796.article
6. "Lifting the Curtain on Web Filter Strategies," *New York Times*, November 16, 2000. Efforts by the filtering industry to protect the content of their stoplists.
7. Nunberg, Geoffrey (2000). "The Internet Filter Flimflam." A scientist at Xerox PARC evaluates filtering. www.parc.xerox.com/istl/members/nunberg/filters.html
8. Sandvig, Christopher (2000). "The Internet Disconnect in Children's Policy." 28th Conference on Communication, Information, and Internet Policy. This study demonstrates that children seek child-appropriate Internet resources.
9. Schneider, Karen G. (1997). A Practical Guide to Internet Filters. Neal Schuman. How filters work; results of a study, plus in-depth discussion of 12 filtering products.
10. Schneider, Karen G. (2001). "Plain Facts About Internet Filtering Software." Facts about filtering. http://www.pla.org/technotes/filtering.html

Karen G. Schneider, kgs@bluehighways.com 11-2001



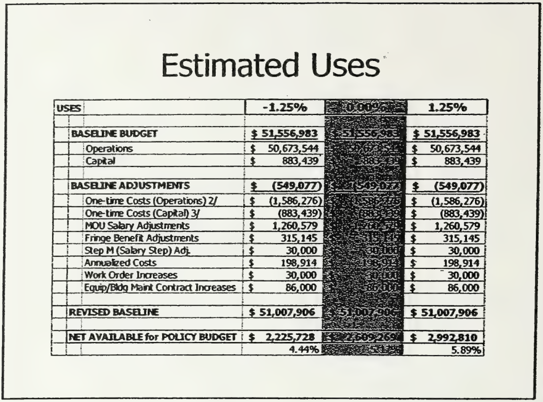
FY 2002-03

Budget Planning



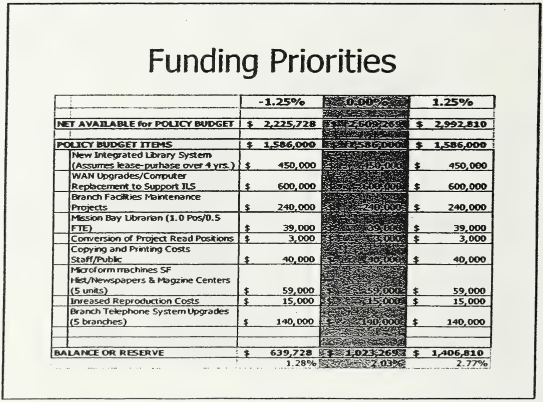
Estimated Revenue

CHANGE IN GENERAL FUND	-1.25%	0.00%	1.25%
SOURCES			
BASELINE REVENUE	$ 50,467,198	$ 50,467,198	$ 50,467,198
Property Tax	$ 19,783,883	$ 19,783,883	$ 19,783,883
GF Baseline Allocation	$ 30,683,315	$ 30,683,315	$ 30,683,315
PROJECTED GROWTH	$ (383,541)	$ -	$ 383,541
Property Tax	$ -	$ -	$ -
GF Baseline Allocation	$ (383,541)	$ -	$ 383,541
TOTAL REVENUE	$ 50,083,657	$ 50,467,198	$ 50,850,739
FUND BALANCE 1/	$ 3,149,977	$ 3,149,977	$ 3,149,977
TOTAL AVAILABLE REVENUE	$ 53,233,634	$ 53,617,175	$ 54,000,716



Estimated Uses

USES	-1.25%	0.00%	1.25%
BASELINE BUDGET	$ 51,556,983	$ 51,556,983	$ 51,556,983
Operations	$ 50,673,544	$ 50,673,544	$ 50,673,544
Capital	$ 883,439	$ 883,439	$ 883,439
BASELINE ADJUSTMENTS	$ (549,077)	$ (549,077)	$ (549,077)
One-time Costs (Operations) 2/	$ (1,586,276)	$ (1,586,276)	$ (1,586,276)
One-time Costs (Capital) 3/	$ (883,439)	$ (883,439)	$ (883,439)
MOU Salary Adjustments	$ 1,260,579	$ 1,260,579	$ 1,260,579
Fringe Benefit Adjustments	$ 315,145	$ 315,145	$ 315,145
Step M (Salary Step) Adj.	$ 30,000	$ 30,000	$ 30,000
Annualized Costs	$ 198,914	$ 198,914	$ 198,914
Work Order Increases	$ 30,000	$ 30,000	$ 30,000
Equip/Bldg Maint Contract Increases	$ 86,000	$ 86,000	$ 86,000
REVISED BASELINE	$ 51,007,906	$ 51,007,906	$ 51,007,906
NET AVAILABLE for POLICY BUDGET	$ 2,225,728	$ 2,609,269	$ 2,992,810
	4.44%	5.17%	5.89%



Funding Priorities

	-1.25%	0.00%	1.25%
NET AVAILABLE for POLICY BUDGET	$ 2,225,728	$ 2,609,269	$ 2,992,810
POLICY BUDGET ITEMS	$ 1,586,000	$ 1,586,000	$ 1,586,000
New Integrated Library System (Assumes lease-purhase over 4 yrs.)	$ 450,000	$ 450,000	$ 450,000
WAN Upgrades/Computer Replacement to Support ILS	$ 600,000	$ 600,000	$ 600,000
Branch Facilities Maintenance Projects	$ 240,000	$ 240,000	$ 240,000
Mission Bay Librarian (1.0 Pos/0.5 FTE)	$ 39,000	$ 39,000	$ 39,000
Conversion of Project Read Positions	$ 3,000	$ 3,000	$ 3,000
Copying and Printing Costs Staff/Public	$ 40,000	$ 40,000	$ 40,000
Microform machines SF Hist/Newspapers & Magzine Centers (5 units)	$ 59,000	$ 59,000	$ 59,000
Inreased Reproduction Costs	$ 15,000	$ 15,000	$ 15,000
Branch Telephone System Upgrades (5 branches)	$ 140,000	$ 140,000	$ 140,000
BALANCE OR RESERVE	$ 639,728	$ 1,023,269	$ 1,406,810
	1.28%	2.03%	2.77%

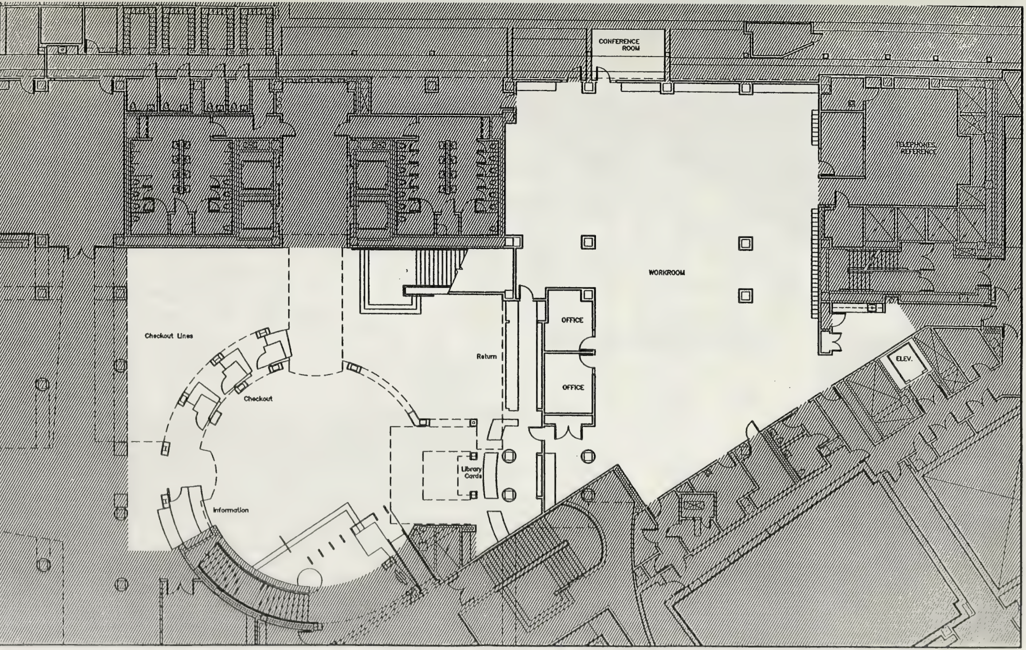
Summary: Sources & Uses

- City-wide revenue shortfall.
- Decline in growth of Prop E revenue.
- No GF subsidy.
- Maintain prudent reserve in the LPF.

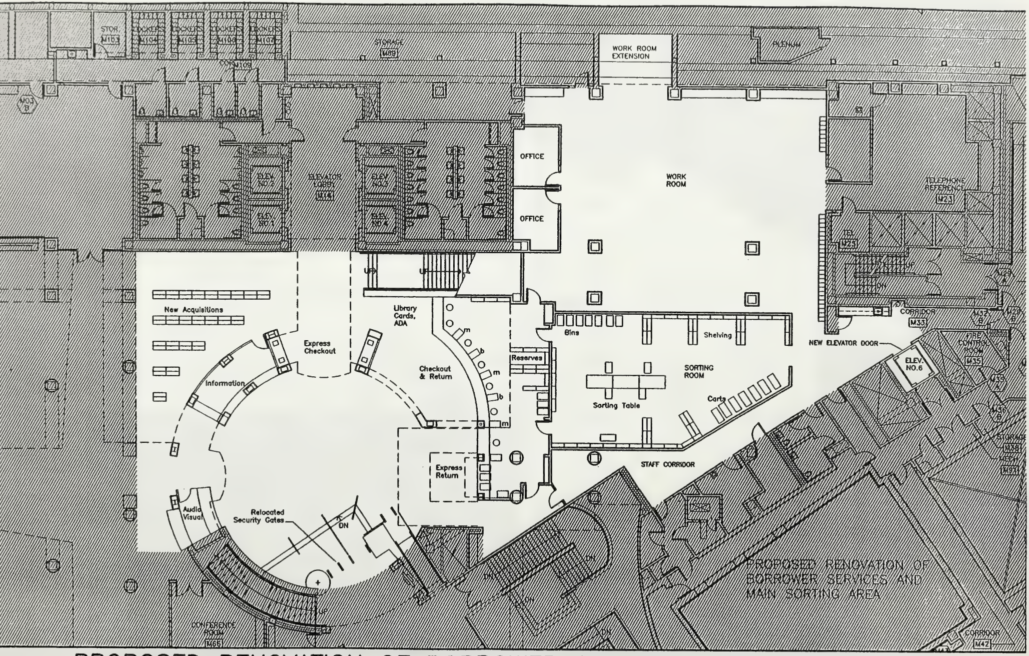
- Maintain public srvs at least at current levels.
- Maintain facilities.
- Manage programs & services within Prop E revenue.
- Administration's priorities determined through BCC process.
- Commission's priorities.

Next Steps

- Refine revenue projections.
- Develop proposals (Adm. & Commission).
- Status report to Commission (Dec.)
- Report/action by Commission (Jan.).
- Status Report to Commission (Feb.)
- Submit budget to Mayor (Feb.)


CONFERENCE ROOM
TELEPHONES REFERENCE
WORKROOM
OFFICE
OFFICE
ELEV.
Return
Checkout Lines
Checkout
Library Cards
Information

EXISTING BORROWER SERVICES
SAN FRANCISCO MAIN LIBRARY


STOR. M103
LOCKERS M104
LOCKERS M105
LOCKERS M106
LOCKERS M107
STORAGE M89
WORK ROOM EXTENSION
PLENUM
CORR. M109
M03 B
ELEV. NO.2
ELEV. NO.1
ELEVATOR LOBBY M14
ELEV. NO.3
ELEV. NO.4
OFFICE
OFFICE
WORK ROOM
TELEPHONE REFERENCE M23
TEL. M25
UP
DN
UP
UP
CORRIDOR M33
M28 A
M32 B
M29 B
New Acquisitions
Library Cards, ADA
Express Checkout
Checkout & Return
m
b
m
b
m
Reserves
Bins
Shelving
NEW ELEVATOR DOOR
FIRE CONTROL ROOM M35
ELEV. NO.6
SORTING ROOM
Sorting Table
Carts
M35 A
M36 B
STORAGE M38
MECH. M31
Information
Express Return
STAFF CORRIDOR
Audio Visual
Relocated Security Gates
DN
DN
DN
DN
DN
UP
CONFERENCE ROOM M65
PROPOSED RENOVATION OF BORROWER SERVICES AND MAIN SORTING AREA
CORRIDOR M42

PROPOSED RENOVATION OF BORROWER SERVICES AND MAIN SORTING AREA
SAN FRANCISCO MAIN LIBRARY

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

November 28, 2001

TO: Library Commissioners
City Librarian Susan Hildreth

FR: George Nichols, Finance Director

RE: UPDATE FY 2002-03 BUDGET PLANNING

This report updates revenue projections and expenditure proposals presented to the Commission on November 7th. Since that report, we have received additional revenue information from the Controller as well as the written budget instructions from the Mayor.

Of note, City revenue is way down, the cost of City services is significantly increasing, and the City is facing an estimated budget gap of $175 million next year. Consequently, the Mayor has instructed General Funded (GF) departments to prepare their FY 2002-03 budgets based on current year revenue levels. Departments are also instructed to absorb increases in personnel costs within their baseline revenue levels. In addition, departments are instructed to prepare and submit reduction proposals reflecting a 10 percent reduction in GF support that will be implemented if revenue falls short of current projections. Also of note, the Mayor will provide the Board of Supervisors with a preliminary budget on April 1, 2002 and a final budget on May 31, 2002. All departments must submit their proposed budgets to the Controller by February 20, 2002.

REVENUE/SOURCES

Attachment A summarizes the two revenue scenarios for the Library Preservation Fund (LPF) for FY 2002-03. The first reflects a 10 percent reduction in GF support and the second reflects zero growth in revenue. Per the Mayor's instructions, we are preparing our budget on the assumption that next year's revenue will be the same as current year budgeted revenue. Current year revenue appropriations from the Library Preservation Fund are as follows:

Property Tax	General Fund Baseline	Total[1]
$19,783,883	$31,921,575	$51,705,458

Unlike the estimate discussed with the Commission in November, the revised estimate does not assume that current year revenue and expenditure reductions will carry-forward into FY 2002-03. In addition to the $51.705 million in projected revenue we also have a $3.150 million reserve in the LPF. Assuming zero-growth in revenue and a $3.150 million reserve, we are now projecting total LPF sources of $54.855 million to support Library programs in FY 2002-03. Assuming that we retain a 3.0 percent reserve ($1.551 million) for contingencies and future costs, the net available to support Library programs[2] in FY 2002-03 would be $53.304 million.

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[1] Includes State Public Library Fund allocation, Library revenue from fines, fees, and miscellaneous sources, and allocations from Proposition D (Children's Baseline). Excludes grants, gifts, trust funds, allocations from the Department of Children, Youth, and Families (DCYF), and capital project funds (i.e., Branch Facilities Improvement Bond Fund and Library Improvement Bond Fund).

PROPOSED BUDGET: ZERO-GROWTH REVENUE

Baseline Budget: The current year budget (FY 2001-02) funded by LPF sources totals $51.659 million. This includes $2.296 million in one-time expenditures for equipment, facilities maintenance projects, and other one-time projects. The total budget less reductions for one-time cost items constitutes the Library's baseline budget. As shown on Attachment A, the Library's baseline budget is $49.363 million. This amount reflects the current year cost of baseline services and programs.

However, in order to truly maintain services and programs at existing levels in FY 2002-03, an estimated $1.921 million more will be needed. This amount includes an estimated $1.606 million to cover MOU salary and fringe increases and salary step adjustments for current staff and $199,000 to cover the full-year cost of the 15.75 new FTE budgeted in FY 2001-02. It also includes $84,000[3] to cover anticipated increases in equipment and building system maintenance contracts and $32,000 to cover increases passed on to the Library by other City departments that provide us service.

As shown on Attachment A, adding the $1.921 million to the baseline budget of $49.363 million provides a revised baseline budget for FY 2002-03 of $51.283 million. This is a 3.9 percent increase in baseline costs and in general represents the amount needed to provide the same level of service next fiscal year. Also in general, without zero-basing current programs, we are assuming that reallocation of baseline sources is not an option to fund incremental increases in the cost of service.

Policy Budget Adjustments: After setting aside a 3.0 percent reserve and funding incremental baseline increases, a balance of $2.021 million is available to fund other needs. Decisions to fund items above the baseline are discretionary and represent policy decisions that will be made jointly by the Library Commission and the Library Administration.

As reported previously, we completed a process in which each Library division prepared and submitted Budget Change Concepts (BCC) that represented their highest priority needs. There were 54 individual BCCs submitted totaling $5.596 million and 26.59 FTE. A complete list of BCCs was provided to you in November and is again included with this report as Attachment B.

As discussed with the Commission in November, the Library's priorities given revenue assumptions at that time were:

1. $3,000[4] and 1.10 FTE to continue conversion of Project Read positions from grant/gift funds to City funds;

2. $450,000 per year for four years to purchase and install a new integrated library system (ILS);

3. $240,000 for maintenance and repair of branch facilities;

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[2] Excludes programs/activities funded by grants, gifts, trust funds, DCYF, and capital construction bond funds.

[3] Includes $70,000 for Operations, $12,000 for Branch self-charge machines, and $2,000 for the Main.

[4] Primarily funded by reallocation of baseline funds. Reclassify a vacant Special Assistant (1363) position.

4. $600,000 to continue upgrades to the Library's wide-area network (WAN) and to replace outdated computers in preparation of conversion to the new ILS.

5. $40,0000 for public copying and printing costs formerly covered by the IKON public copying and print agreement[5];

6. $59,000 to replace microform machines for S.F. History Center and Magazine/Newspaper Center owned by IKON which will be pulled with the termination of the IKON public copying and print agreement[6];

7. $25,000 to cover increasing cost of producing notices, flyers, announcements, and other library material for the public;

8. $140,000 to continue upgrading Branch Library telephone systems[7]; and,

9. $39,000 and 1.0 position (0.5 FTE) Librarian II for the Mission Bay Branch Library.

The proposals described above total $1.596 million leaving a balance of $425,000 that could be programmed to meet other needs. Given this scenario, we have further reviewed and prioritized BCCs and we are now recommending additional expenditures in FY 2002-03. The additional items are described on page 2 of Attachment A, as priorities 10 through 13.

Of significance, we have included $50,000 for support of the Tool Lending Center. The Mayor's Office has advised us that they are committed to this program although they do not see the program permanently funded by the Library. They have advised us that given the City's anticipated General Fund shortfall we should 1) continue to at least partially fund the center in FY 2002-03; and 2) encourage the San Francisco League of Urban Gardeners (SLUG) to obtain alternate funding.

In addition to items 10-13, we are now proposing to finance the ILS over three years instead of four. This will not increase the overall cost of the system but it will increase the annual outlay by $150,000 for each year financed. At the suggestion of the Mayor's Budget Director, we will work with the Office of Public Finance regarding a third party financing arrangement for purchase of the ILS as the City's equipment bond program is fully committed. According to the Mayor's Budget Director, third party financing rates are currently competitive with the City's bond financing program to purchase equipment.

Also, related to the $600,000 to upgrade the WAN and to replace antiquated computers and terminals, we are now proposing to redirect approximately $74,000 of these funds to upgrade 6.5 Information Systems (IS) Technician positions to IS Administrator positions. Reclassifying these positions to the higher level will address recruitment and retention problems. The $600,000 would be used to 1) complete the upgrade of the Main WAN ($148,000), 2) to replace computers and terminals ($378,000), and to upgrade/reclassify positions ($74,000).

The items described above represent the Library Administration's highest priorities given the BCC process we just completed and the revenue constraints we are facing. There are other priorities including the establishment of the San Francisco Digital Library Program[8] that we would try to fund through reallocation of baseline resources. It should also be noted that most of the items we have identified as our highest priorities are one-time funding requests[9] and this will help us as we move beyond FY 2002-03.

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[5] Needed to maintain services at current levels. Services not anticipated under new agreement.

[6] Needed to maintain services at current levels. Services not anticipated under new agreement.

[7] First phase projects may be postponed by current year spending cuts. Provides upgrades for 5 branches.

[8] New service unit to consolidate and coordinate the various electronic services of the Library.

Library Preservation Fund Reserve: It is Commission policy to maintain an annual reserve of 2 to 5 percent. Under this revenue scenario, the proposed budget provides for a 3 percent reserve. Strategically this is critical in FY 2002-03 given economic uncertainties and rapidly escalating cost of service – particularly staff salary and fringe costs – that occur annually. While this budget contains zero growth in revenue, the Library's baseline costs are projected to increase by 3.9 percent. Managing cost escalation in our baseline budget without a General Fund subsidy or without reductions in critical services requires prudent fiscal management and the maintenance of a healthy reserve.

PROPOSED BUDGET: 10 PERCENT GENERAL FUND REDUCTION

If the Library's GF support were cut by 10 percent, there would be sufficient funding to cover the baseline adjustments described on Attachment A. There would not however be sufficient funds to cover the cost of completing technology infrastructure upgrades and purchasing and implementing the ILS – which the Library must do. Under this revenue scenario, the LPF reserve would be fully spent and the Library would have to redirect or reallocate funds from baseline programs to implement the new ILS.

As instructed by the Mayor, we will prepare our budget based on the assumption that next year's revenue will be equal to current year revenue. We will also as instructed prepare reduction proposals describing what we would do if revenue were cut 10 percent. Although we will do this, it is unlikely that under Proposition E, our revenue will be affected this drastically.

PROPOSED ACTION

During the meeting of December 4th, we will seek the Commission's approval to proceed with developing the budget as proposed in this report. As part of this action, we are also seeking the Commission's input and direction on budget priorities if they differ from those presented in this plan.

In January, we will again update the Commission on budget planning and provide specific recommendations regarding Branch Facilities Improvement Bond appropriations and appropriations from other sources such as the Fuhrman Trust Fund, DCYF, and recurring grants and gifts. If you have any questions prior to the December 4th meeting please call me at (415) 557-4248.

Attachments

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[9] $1.821 million or 90.1%.

FY 2002-03 LIBRARY PRESERVATION FUND
Revenue Budget Estimates

CHANGE IN GENERAL FUND	**-10.00%**	**0.00%**
REVENUE/SOURCES		
BASELINE REVENUE	**$ 51,705,458**	**$ 51,705,458**
Property Tax	$ 19,783,883	$ 19,783,883
GF Baseline Allocation	$ 31,921,575	$ 31,921,575
PROJECTED CHANGE	**$ (3,192,158)**	**$ -**
Property Tax	**$ -**	**$ -**
GF Baseline Allocation	**$ (3,192,158)**	**$ -**
TOTAL REVENUE	$ 48,513,300	$ 51,705,458
FUND BALANCE 1/	$ 3,149,977	$ 3,149,977
TOTAL AVAILABLE REVENUE	**$ 51,663,277**	**$ 54,855,435**
Less Reserve	$ -	$ (1,552,261)
NET AVAILABLE REVENUE	**$ 51,663,277**	**$ 53,303,174**
BUDGET/USES		
CURRENT YEAR BUDGET	**$ 51,658,502**	**$ 51,658,502**
Operations	$ 50,775,063	$ 50,775,063
Capital	$ 883,439	$ 883,439
ONE-TIME COST ADJUSTMENTS	**$ (2,295,966)**	**$ (2,295,966)**
Operations	$ (1,412,527)	$ (1,412,527)
Capital	$ (883,439)	$ (883,439)
FY 2002-03 BASELINE BUDGET	**$ 49,362,536**	**$ 49,362,536**
BASELINE ADJUSTMENTS	**$ 1,920,638**	**$ 1,920,638**
MOU Salary Adjustments	$ 1,260,579	$ 1,260,579
Fringe Benefit Adjustments	$ 315,145	$ 315,145
Step M (Salary Step) Adj.	$ 30,000	$ 30,000
Annualized Costs	$ 198,914	$ 198,914
Work Order Increases	$ 32,000	$ 32,000
Equip/Bldg Maint Contract Increases	$ 84,000	$ 84,000
REVISED BASELINE BUDGET	**$ 51,283,174**	**$ 51,283,174**
POLICY BUDGET PROPOSALS	**$ 998,000**	**$ 2,020,000**
1 Conversion of Project Read Positions	$ -	$ 3,000
2 New Integrated Library System (Financed purhase over -4 yrs.)	$ 600,000	$ 600,000
3 Branch Facilities Maintenance Projects	$ -	$ 240,000
4 WAN Upgrades/Computer Replacement to Support ILS	$ 398,000	$ 600,000
5 Copying and Printing Costs Staff/Public	$ -	$ 40,000
6 Microform machines SF Hist/Newspapers & Magzine Centers (7 units)	$ -	$ 59,000
7 Inreased Reproduction Costs	$ -	$ 25,000
8 Branch Telephone System Upgrades (5 branches)	$ -	$ 140,000
9 Mission Bay Librarian II (1.0 position/0.5 FTE)	$ -	$ 39,000
10 *DPH Work Order - Health/Safety consultation*	*$ -*	*$ 18,000*
11 *Self-Charge Machines (Mission Br)*	*$ -*	*$ 66,000*
12 *Branch Telephone System Upgrades (additional 4-5 branches)*	*$ -*	*$ 140,000*
13 *Tool Lending Center*	*$ -*	*$ 50,000*
SUBTOTAL, PROPOSED BUDGET	**$ 52,281,174**	**$ 53,303,174**
AMT FUNDED THROUGH BASELINE REALLOCATION	$ (617,897)	$ -
PROPOSED BUDGET FY 2002-03	**$ 51,663,277**	**$ 53,303,174**

11/28/01

ATTACHMENT A

FY 2002-03 LIBRARY PRESERVATION FUND
Revenue Budget Estimates

CHANGE IN GENERAL FUND	**-10.00%**	**0.00%**
ESTIMATED REVENUE	$ 48,513,300	$ 51,705,458
RESERVE, BALANCE AVAILABLE	$ 3,149,977	$ 3,149,977
TOTAL REVENUE	**$ 51,663,277**	**$ 54,855,435**
LESS RESERVE	$ -	$ (1,552,261)
NET AVAILABLE REVENUE	**$ 51,663,277**	**$ 53,303,174**
FY 2001-02 BUDGET	$ 51,658,502	$ 51,658,502
LESS ONE-TIME COSTS	$ (2,295,966)	$ (2,295,966)
BASELINE BUDGET	**$ 49,362,536**	**$ 49,362,536**
BASELINE ADJUSTMENTS	$ 1,920,638	$ 1,920,638
REVISED BASELINE	**$ 51,283,174**	**$ 51,283,174**
POLICY BUDGET ADJ.	$ 998,000	$ 2,020,000
SUBTOTAL	**$ 52,281,174**	**$ 53,303,174**
AMT FUNDED THROUGH BASELINE REALLOCATION	$ (617,897)	$ -
PROPOSED BUDGET FY 2002-03	**$ 51,663,277**	**$ 53,303,174**

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
1	City Librarian	Increase Travel Budget	Would increase travel budget from $30,000 to $50,000.	0.00	$ 20,000		$ 20,000
2	City Librarian	1404 Clerk	Clerical assistance for City Librarian's Office. Workload issue.	1.00	$ 22,230	$ 22,230	$ -
		SUBTOTAL		1.00	$ 42,230	$ 22,230	$ 20,000
3	HR	Training Program	To increase training budget from $100,000 to $170,920 based on HR estimate of training needs.	0.00	$ 70,920		$ 70,920
4	HR	Recruitment Advertising	To advertise in websites and publications in an effort to recruit for Library positions.	0.00	$ 11,580		$ 11,580
5	HR	Recruitment Equipment	To purchase tables for Library conferences (8 @$600/table) and a recruitment rolling storage cart ($120)	0.00	$ 4,920		$ 4,920
6	HR	Copy Machine	To purchase a copy machine for HR use. Will support a staff of 12 and Project Read and Library for the Blind. Cost includes lease at $700/month plus $400/month for copies	0.00	$ 13,200		$ 13,200
7	HR	Shipping and Other Office Supplies	Costs for shipping recruitment materials to various Library conference locations ($5400) and general office supplies ($5000)	0.00	$ 10,400		$ 10,400
		SUBTOTAL		0.00	$ 111,020	$ -	$ 111,020
8	OCYS	Teen Services Unit	Add 1.0 3630. Base staffing is 3.5 FTE. Program enhancement.	1.00	$ 72,725	$ 69,225	$ 3,500
9	OCYS	Reproduction/Printing	To increase Reproduction Budget for OCYS	0.00	$ 8,000		$ 8,000
10	OCYS	Juvenile Hall-Circ/Collection	Stand -Alone collection system to reflect the Juv. Hall's holdings. Includes 1 PC, license, scanner, reader, barcodes, training, & retro conversion software)	0.00	$ 8,000	$ -	$ 8,000
		SUBTOTAL		1.00	$ 88,725	$ 69,225	$ 19,500
11	Branch	Branch Telephone System	2nd of 3 year plan to replace telephone system in Branch library System at 7 branches (Eureka Valley, Merced, Ortega, Parkside, Potrero, Marina, Western Addition)	0.00	$ 297,000		$ 297,000
12	Branch	Special Patrol at Eureka Valley	Funding Patrol at $300/month - total cost will be $3600 - current budget only covers $1500	0.00	$ -		$

13	Branch	Branch Staffing Increase	Six 3610's for the 6 smallest branches (former "Reading Centers")	6.00	$ 303,810	$ 303,810	$ -
14	Branch	Mission Bay Staffing	One 3632 for new Mission Bay Branch	1.00	$ 76,700	$ 76,700	$ -
15	Branch	Branch Self Charge/Express Checkout	Purchase a total of 10 machines at an estimated cost of $26,160/machine for placement at 5 branches (3 at Mission, 3 at Sunset, 2 at West Portal, 1 at Anza, 1 at Ingleside)	0.00	$ 261,600		$ 261,600
16	Branch	Subfinder Software Service/Maintenance	To support sophisticated staff scheduling software used in Branch System	0.00	$ 3,818		$ 3,818
17	Branch	3M Service Contract Increases	To cover service & maintenance on the 3 new self-charge machines purchases in FY 00-01. Estimated cost in $4000/machine	0.00	$ 12,000	$ -	$ 12,000
		SUBTOTAL		7.00	$ 954,928	$ 380,510	$ 574,418
18	Public Affairs	Reproduction & Mail Services	Increase Reproduction budget from $50,860 to $75,860	0.00	$ 25,000		$ 25,000
19	Public Affairs	Translation Services	To fund translation services to meet requirements of Bd of Sups Ordinance related to Equal Access to Services.	0.00	$ 10,000		$ 10,000
20	Public Affairs	Museum Preparator/Signage	To increase hours of two existing Museum Preparators from to .5 to .75 to help with anticipated workload increases in exhibits and signage.	0.50	$ 23,725	$ 23,725	$ -
21	Public Affairs	A/V System Equipment Refreshment	To replace video/data projector in Children's Center and the Stong Conference Room at cost of $14,250 each	0.00	$ 28,500		$ 28,500
		SUBTOTAL		0.50	$ 87,225	$ 23,725	$ 63,500
22	Main	Systemwide Assistive Technology Technician	1013 Senior Technician for ongoing development and maint. Of a system-wide assitive technology program - to be based in Automation Services and working with staff in Access Services, Branch and the Main.	1.00	$ 66,560	$ 66,560	$ -
23	Main	Archival Shelving for SF History Room/Hormel GLC in Brooks Hall	To fund additional archival shelving.	0.00	$ 5,212		$ 5,212

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
24	Main	3630 Floater 5th Floor	To fund half-time Librarian to be shared between the Mag/Newspaper Center and the Government Center.	0.50	$ 34,613	$ 34,613	$ -
25	Main	3630 SF History Room	To fund new full-time librarian to open SF History Room on Mondays. Suggesting closing on Sundays instead but since Mondays are longer day than Sundays - requires new staff.	1.00	$ 69,225	$ 69,225	$ -
26	Main	Book Drops for four LOW Sites	To allow LOW patrons to return books at their locations rather than waiting for the LOW to return to their site. Western Park apartments (one busy stop for LOW) has agreed to host a book return. Requestor is hopeful other busy stops will want to offer this service as well. Cost is approximately $600 per book drop including tax.	0.00	$ 2,396		$ 2,396
27	Main	Copying & Printing Costs for Staff & Public	To fund copying and printing for staff and the public in the Main, Branches and Automation. Currently, IKON contract covers this cost, however, new contract is in development that will likely not allow for this. ESTIMATED Cost breakdown is: $3620 for Branch copying, $9000 for Main/other divisions copying, $4250 for paper, $4500 for printer paper for whole system, $18,500 for toner for whole system.	0.00	$ 39,870		$ 39,870
28	Main	3630 Art/Music Center	To fund an Art/Music FTE. This additional FTE would make a current half-time position - fulltime. This person would allow Art/Music staff to participate in the Public Training Program, finish the conspectus quicker and do more outreach work.	0.50	$ 34,613	$ 34,613	$ -
29	Main	Microform Machines for Magazine/Newspaper Center and SF History Center	To purchase 7 Canon microform machines ($56,300) and $2000 for yearly maintenance. Currently, 6 of the existing microform machines and one printer is owned and maintained by IKON. The IKON contract is terminating and these machines will go away. In the current year budget - we are purchasing 3 new machines to add to 6 Canons already owned by the Library. The Library also owns 6 Minoltas that are old and in poor shape.	0.00	$ 59,000		$ 59,000
30	Main	Convert 1366 Special Asst. to 1.28 FTE in Project Read funded by Grant Funds.	This REDIRECTION would fully fund all Project Read positions except those portions of positions currently funded by the Friends & Foundation (1.10 FTE = .60 1424 and .50 1824)	0.27	$ 2,991	$ 2,991	$ -
31	Main	3M Self-Charge Machine for Children's Center	New Self-Charge Machine located in Children's Center to encourage self-check out. To help borrower services staff. Children's makes up 13-15% of Main circulation	0.00	$ 25,000		$ 25,000
32	Main	Shelving, Compact/Regular, Brooks Hall and 3rd Floor	Given that the 3rd floor of the Main has the largest collection of books and with an increase in the book budget - additional shelving is needed. In addition, additional shelving in Brooks Hall is needed to handle less used materials. Cost includes $18K for the 3rd floor shelving and $30K for compact shelving for Brooks.	0.00	$ 48,270		$ 48,270

33	Main	Wireless Access to SFPL Catalog	Request includes purchase of 2 wireless notebooks to help with reference questions in open stacks, deselection of collection, more efficient counting for the Conspectus and access to the catalog when book buying. (costs include notebook, wireless set0up and Light Pen)	0.00	$ 5,100	$ -	$ 5,100
		SUBTOTAL		3.27	$ 392,849	$ 208,001	$ 184,848
34	Automation	Integrated Library System Migration	To fund new ILS. Cost based on RFI issued March 2001.	0.00	$ 1,600,000		$ 1,600,000
35	Automation	Automation Services Technical Staff Upgrades	To convert 5.5 1012's and 1 .0 1013 to 6.5 1022. No FTE change. Conversion cost calculated assuming mid-step for all positions plus 25% fringe costs.	0.00	$ 73,599	$ 73,599	$ 0
36	Automation	Technology Refreshment	To refresh one third of the 1200 computers that the Library has. This is part of the Automation goal of replacing PC's every 3 years (which is industry standard).	0.00	$ 600,000	$ -	$ 600,000
		SUBTOTAL		0.00	$ 2,273,599	$ 73,599	$ 2,200,000
37	Tech. Srvcs	Technical Support for Library Materials	Funding would add 3.075 FTE (1 3618, .5 3610, 1 3602, and 3602 page conversions totaling .575). Redirection of $60,000 from professional services (spent on AIM)	3.07	$ 70,897	$ 70,897	$ -
38	Tech. Srvcs	Ergonomic Furniture Refreshment	To accommodate ergo needs of staff in Technical Services. This includes replacement of 10 workstations, and purchase of adjustable tables, computer tables, return tables, etc. BCC details all costs.	0.00	$ 30,300	$ -	$ 30,300
		SUBTOTAL		3.07	$ 101,197	$ 70,897	$ 30,300
39	IRMO	San Francisco Digital Library	To establish a new service unit to consolidate and coordinate the various electronic services of the library. Includes and upgrade of one 3632 to a 3634 and a new WebDeveloper positions (costed out at 1051 classification). In addition current staff would be reassigned to this unit.	1.00	$ 73,157	$ 73,157	$ -
40	IRMO	Electronic Resources & Service Materials	To purchase Title SourceII to facilitate book ordering ($11,500), To augment Teen/college/Career Materials currently paid for by the Carnegie Grant ($20,000), To purchase enhanced electronic reference resources including Tutor.com ($60,000), Webfeat ($50,000) and Oxford English Dict, Ency Brit, Mitchell's auto Repair, Grove's Dict ($40,000)	0.00	$ 181,500		$ 181,500
41	IRMO	International Distribution of Library Discards	To add to permanent pages to the IRMO budget to do work that is currently being done by Temp pages from the Main.	0.75	$ 31,029	$ 31,029	$ -
		SUBTOTAL		1.75	$ 285,686	$ 104,186	$ 181,500
42	O&M	Existing Vendor Contract Amendments for Energy Conservation Equipment Upgrades, New Equipment Service Maintenance at Chinatown, Main, and Brooks Hall	To pay for vendor contract amendments for energy conservation needs and equipment service and maintenance. Includes amendments to: YAMAS Controls, Pacific Coast Trane (related to new chiller at Chinatown), Bullzeye to service Brooks Hall coiling doors and new contract with Montgomery Kone for elevators service and maint. (for 5 months of FY 02-03 as current contract expires 2/03)	0.00	$ 93,140		$ 93,140

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
43	O&M	O&M/Engineering Staff Needs	Create new positions: 1 - 7205 Chief Engineer, 1 - 7347 Plumber, 2 - 7510 Light Fixture Maint.	4.00	$ 262,308	$ 262,308	$ -
44	O&M	Security Supervision Upgrade	Creation of new 8209 position to help in management and supervision of the security unit. Staff has increased therefore supervision workload has increased.	1.00	$ 76,505	$ 76,505	$ -
45	O&M	Additional Security Staff	Add 4 custodians for heavy custodial workload throughout system. This would include detail work and floor care and cleaning throughout the system. Costed with 4 new mid-step 2708's plus fringe costs.	4.00	$ 185,770	$ 185,770	$ -
46	O&M	Street Sweeper	Purchase new street sweeper. BCC suggests manpwer savings and more effective cleaning.	0.00	$ 20,632		$ 20,632
47	O&M	Replacement Vehicle - Delivery Truck	To purchase a delivery truck because current vehicle is too small, old and unreliable.	0.00	$ 35,000		$ 35,000
48	O&M	Debris Box Service	To increase debris box service throughout the system. Boxes needed because additional project work at branches is demanding it. This will continue.	0.00	$ 10,000		$ 10,000
49	O&M	Recurring Infrastructure Maint for all Facilities	For infrastructure maint. Related to roofs, painting, sidewalk paving etc.	0.00	$ 90,000		$ 90,000
50	O&M	Interdepartmental Work Order Increases	Request for increase in WO's with various depts as follows: $110,000 with DPW-BBR for facility maint., $7500 for R& P, $8000 for vehicle maint and fuel.	0.00	$ 125,500		$ 125,500
51	O&M	Safety Supplies	For purchase of additional safety supplies.	0.00	$ 5,000		$ 5,000
52	O&M	Branch Library Enhancements	For replacement of carpet squares throughout Chinatown Branch that are worn and stained beyond repair ($50,000) and to purchase a irrigation system for the Marina Branch ($25,000)	0.00	$ 75,000		$ 75,000
53	O&M	Custodial Equipment	For replacement of custodial equipment including hepavac, power washers, wetdry vacuums and carpet extractors for projects at the branches. Currently, equipment and material have to be transported to each branch.	0.00	$ 10,000		$ 10,000
54	O&M	Security System Retrofit for Main Library	To upgrade the Main Library security system. Upgrade would involve Audio/Visual upgrades and Access Control upgrades	0.00	$ 269,968	$ -	$ 269,968
		SUBTOTAL		9.00	$ 1,258,823	$ 524,583	$ 734,240
		TOTAL		**26.59**	**$ 5,596,282**	**$ 1,476,956**	**$ 4,119,326**

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian SH

Re: Guidelines regarding Children's Library Cards and Parental Access to Children's Circulation Records

Date: November 30, 2001

The Library is conducting a review of its policies and procedures to ensure that we are operating in a customer-friendly environment. Front-line staff has noted that parents are often disconcerted when they are unable to obtain information about materials that their children have checked out from the Library. Because the parents are responsible for paying for this material, they believe that they should have the right to know what material has been checked out by their children. We consulted with the City Attorney and other libraries to determine how this situation could be handled more effectively.

We are recommending for your approval the following procedures to address this situation. If a child is twelve (12) or under, the Library shall disclose the child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain the card, or 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain. The information to be disclosed would include all material currently checked out and overdue on the child's record. The information would not be available to parents of young people, ages thirteen (13) to eighteen (18), who hold young adult or teen cards, even though the parents are liable for the young persons' debts through the age of eighteen (18).

This procedure is similar to procedures that are currently in use in both the Oakland Public Library and the Alameda County Library system. The City Attorney has worked with staff to prepare these guidelines and recommends the guidelines for your approval.

11/15/01 DRAFT – FOR LIBRARY COMMISSION REVIEW & APPROVAL
Please note: this draft may be subject to further revision by the Library Commission and the City Attorney.

GUIDELINES REGARDING CHILDREN'S LIBRARY CARDS AND PARENTAL ACCESS TO CHILDREN'S CIRCULATION RECORDS

Obtaining a Children's Library Card

Individuals age 12 or under ("children") are entitled to a children's library card after their registration form is signed by a parent or legal guardian. A child's parent or guardian is responsible for materials checked out under their child's card.

Confidentiality of Children's Library Circulation Records

It is the policy of the San Francisco Public Library ("Library") to treat all patron registration records and all library circulation records as confidential in accordance with California State Law (Government Code Section 6267).

With respect to children's library records, the Library recognizes that instances may arise when it is necessary for a parent or legal guardian who is responsible for paying for a child's lost or damaged materials to be provided with information about their child's library materials. As a result, the following procedures are designed to enable such parents or guardians to obtain information about the library materials records of children age 12 and under.

In the case of a child age 12 and under, the Library shall disclose that child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain a library card, or 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain.

A parent or legal guardian who wishes to obtain information regarding their child's library materials must present valid identification at the time of their request.

DRAFT

/01

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, December 4, 2001.
The San Francisco Public Library Commission held its regular meeting on Tuesday, December 4, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4: 09PM by President Higueras.
The following members were noted present: Commissioners Bautista, Coulter, Higueras, Streets, and Swig.

Commissioner Steiman was noted excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 7, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 7, 2001.

Mr. Warfield cited a number of omissions of meeting discussions from the Minutes and recommended that they be reported. Mr. Warfield also noted that he had cited a parliamentary maneuver rather than criticized the Commission for not informing the public of its return from a recess and observed that his question about other library departments proposed to leave the Main Library had been omitted. Mr. Ed Regan requested that his reported comments related to the potential impact on hours of declining revenues be omitted from his comments on the budget. An anonymous member of the public noted the completeness of the meeting's recording, found a number of problems with and omissions in the Minutes, and commented that no public comment summary statements and nor any minutes since October 10th had been posted on the Library's website. This person additionally noted that the Minutes did not report that Commission had not only not informed the public when they returned to session from a recess but had according to the tape of the meeting failed to formally reconvene. This individual noted that their reported comments related to the Pledge of Allegiance had covered the main points of the comment.

Commissioner Chin joined the meeting at 4:18PM

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 7, 2001.

President Higueras noted that the Library Commission minutes in general made a very fair effort to report what had occurred at its meetings. He noted that a verbatim record of the Commission meetings are found on the meeting tapes.

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes of November 7, 2001 with corrections to Mr. Regan's remarks as noted.

ACTION: AYE 6-0 (Chin, Bautista, Coulter, Higueras, Streets, and Swig)

AGENDA ITEM # CITY LIBRARIAN"S REPORT

City Librarian Susan Hildreth introduced the new Deputy City Attorney Catharine Barnes replacing Deputy City Attorney Adine Varah who had been given a new assignment. The City Librarian noted that the Commission had expressed support for retaining its existing Internet Use Policy in the course of last month's discussion of Supervisor Mark Leno's ordinance prohibiting Internet filtering of most of the Library's public access computers. Ms. Hildreth reported that all of the computers in the Main Library Children's Center were now being prompted to open directly to the Library's Kids Page. The City Librarian then discussed improvements being made to the Visitacion Valley Branch Library, while still in its current leased location that would provide significantly improved library service. Ms. Hildreth reported that this work would delay the reopening of the branch until January 2002.

Ms. Hildreth next discussed a planned Library Awareness campaign being sponsored by the Friends and Foundation of the San Francisco Public Library that was to be launched in the Spring of 2002. The City Librarian reported as free spaces had become available in 12 kiosk-advertising spaces throughout the City that some of the posters featuring book titles with the slogan "San Francisco Public Library, Thought Provoking "would appear this month.

PUBLIC COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public welcomed Ms. Barnes, related an anecdote involving Deputy City Attorney Burk Delventhal, and suggested that she would get plenty of practice. This individual additionally commented on potential confusion between the identity of the Friends and Foundation and the Public Library, stating that they should be very distinct. This person noted that the Library was not the Friends and Foundation, but that the Library was a public agency.

COMMISSION COMMENT ON AGENDA ITEM #2 CITY LIBRARIAN"S REPORT

In response to a question by Commissioner Streets, the City Librarian indicated that the neighborhood children usually served by the Visitacion Valley Branch Library would have to use either the Bayview or Portola branch libraries until Visitacion Valley reopened in January.

AGENDA ITEM #3 CHILDREN'S LIBRARY ISSUES

City Librarian Susan Hildreth outlined for the Commission proposed guidelines (copy attached) that would address a number of issues related to Children's library cards. Ms. Hildreth discussed in detail the background issues that led staff to recommend clarification of the Library's policy regarding access to information about materials checked out by children under the age of 12 to a parent or guardian. The City Librarian informed the Commissioners concerning the process that would be used to implement the new guidelines so that the parent or guardian of a child under 12 could receive information about what materials had been checked out by the child. Ms Hildreth suggested that parents had requested that staff provide them with this information that they could identify library materials borrowed by their child to help find and return them when due. Ms. Hildreth reported that in order to receive the information a person would have to be identified as the parent or guardian who authorized issuance of the child for the child; a parent or guardian who presented the child's library card; or a parent or guardian who accompanied by the child requested the information. The City Librarian reported that there were no fines for any borrowed children's materials.

PUBLIC COMMENT ON AGENDA ITEM #3 CHILDREN'S LIBRARY ISSUES

An anonymous member of the public made a reference to a statement by author Stephen King that recommended that children should read those things in the library that their parents would not want them to read. The anonymous member of the public noted the worthy purpose of the proposed change, expressed concern with the "slippery slope" that release of some children's library information might constitute, and concluded reminding the Commissioners that children should have a place in the library where their parents would not be looking over their shoulder. Mr. Ed Regan requested clarification regarding if fines were charged to teens and was informed by the City Librarian that no fines are charged for children or teens.

COMMISSION COMMENT ON AGENDA ITEM #3 CHILDREN'S LIBRARY ISSUES

In response to a query by Commissioner Coulter, Ms. Toni Bernardi, Library Chief of Children and Youth Services explained that the existing policy created many difficulties for parents of small children who simply wanted to find out what materials had been checked out so that they could identify and return them and that it was a frequent issue. Ms. Bernardi emphasized that the new guidelines allowing sharing this information was only for children under 12 and that this information would not be made available about materials borrowed by teen patrons. Ms. Hildreth informed the Commissioners that the proposed guidelines were similar to those used by other library systems such as the San Jose, Oakland, and Alameda Public Libraries. In response to a questions by Commissioners Swig and Streets, the City Librarian noted that a process would be developed so that the person requesting the information would be required to identify themselves and that only information about items checked out, not personal information such as home address, would be made available. Commissioner Chin noted that this change made sense and would be especially helpful to parents with limited English language ability to help them identify and return materials their children had borrowed. The City Librarian commented that this policy sought to balance fairly the need to help parents identify and return materials borrowed by their children with the library's commitment to patron privacy. Ms. Hildreth reaffirmed Ms. Bernardi's comment that this information would not be available on materials borrowed by those 13 and over in any circumstances. In response to a question by President Higueras, Ms. Hildreth recommended that the Library Commission approve the proposed guidelines as submitted, noting that she would keep the Commissioner's informed as they were implemented.

MOTION: by Commissioner Chin, seconded by Commissioner Bautista for approval of the proposed guidelines on Children's Library use.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Streets, and Swig)

AGENDA ITEM # 4 LIBRARY BUDGET PLANNING REPORT

Library Finance Director George Nichols began his report by introducing and thanking Ms. Myrna Lopez, until recently the Mayor's Budget Office liaison to the Library. He then introduced her successor, Mr. Keon King, the new Mayor's Budget Office analyst assigned to the Library. Mr. Nichols next provided the Commissioners with a very detailed report concerning the status of expected library revenues and various proposals for the Library's 2002/03 Budget (copy attached) based on the new Mayor's Budget Instructions which had been issued since his report to the Commission on the budget in November. Mr. Nichols reported the current revenue level as $51.7 million, composed of $19.8 million from property taxes and $31.9 in general Fund baseline revenues.

Mr. Nichols reported that while the overall city budget faced an estimated $175 million shortfall, he expected that the Library could absorb most of the salary and fringe benefits costs increases within its current budget proposal and identify those areas where reductions could be made should a 10% budget reduction be required. The Library Finance Director outlined the expected timeline for the budget preparation and approval process that would occur in the next several months. Mr. Nichols noted that he would bring the proposed 2002/03 budget to the Library Commission for its review and approval at its January meeting. Mr. Nichols reported that the Library was in good financial condition, able to absorb expected costs within its proposed budget and maintain a reasonable reserve. Mr. Nichols discussed the rational for keeping some funds to operate the Tool Lending Center in the Library's budget. The Finance Director reported that the proposed citywide 10% General Fund related budget cut would less severely impact the Library as the funding mechanism embodied in Prop. E (Library Preservation Fund) provided support for maintaining library programs in lean times. Mr. Nichols discussed in detail the expected revenue picture and discussed 13 identified priorities for non-baseline expenditures that might be considered by the Commissioners. The Library Finance Director reported that while the General Fund revenue shortfall was real, that the Library share of the increase in property tax values would slightly increase balancing other loses.

Mr. Nichols proposed to develop these proposals further with input from the Commissioners, recommend adoption of a 2002/03 Library Budget by the Commission at its January meeting, and report back to the Commission on the Mayor's Budget Office response to the proposed budget at the February Commission meeting.

Public comment on Agenda Item #4 LIBRARY BUDGET PLANNING REPORT

Mr. Peter Warfield found the proposed budget sadly lacking in funding for books and hours, and that despite significant increases to library funding under Prop. E (Library Preservation Fund) there had not been enough increases in funding for books and hours.

The number of members of the public who spoke anonymously at this meeting. 1

Mr. Warfield urged the Library Commissioners to give books, hours, and more space for books priority in the budget. An anonymous member of the public commented that inclusion of funding for the Tool Lending Center challenged the creditability of the Library budget process. The anonymous member of the public suggested that this was a political issue with political ramifications as everything else in the budget and that a downturn should direct the library back to basics. Mr. Ed Regan echoed previous speaker's calls for more books and hours and suggested that gaps in the library's fiction collections be closed.

COMMISSION COMMENT ON AGENDA ITEM #4 LIBRARY BUDGET PLANNING REPORT

In response to comments and questions by President Higueras and Commissioners Bautista, Chin, and Streets, Mr. Nichols and the City Librarian discussed at some length the situation regarding continued library funding for the Tool Lending Center. Mr. Nichols recommended that as the economic future was uncertain that it would be most prudent for the library to continue gear its budget to addressing a few one time projects and maintaining the current levels of services. **Commissioner Streets requested that staff prepare a breakout report on the revenues derived from residential and commercial property taxes.** Commissioner Streets recommended that Mr. Nichols consider future budgets as if there would be a 10% reduction and other future reductions that could impact the Library's ability to provide services. She urged taking a long view concerning how to prepare future library budgets in difficult economic times.

AGENDA ITEM #5 MAIN LIBRARY POE REPORT

The City Librarian reminded the Commissioners that discussion of some of the Post Occupancy Evaluation (POE) Report issues had been continued from a previous meeting so that President Higueras could participate in the discussion. Ms. Hildreth discussed a report (copy attached) addressing the item by item list of 19 recommendations made in the POE Report, discussed the likely timeline for addressing each issue, and discussed in some detail the likely costs for each project. Ms. Hildreth noted that the POE Report offered the Library many options for improvements to the Main Library but should not be viewed as a mandated blueprint for future decisions. The City Librarian next described in detail the differences between the POE Report's proposals and costs for proposed POE Report fixes and the likely cost of improvements that the Library might actually decide to undertake. Ms. Hildreth reported that Simon Martin Vegue Winklestein Moris (SMWM) the Main Library's architects had agreed to provide advice to library staff concerning changes in the buildings spaces and finishes. Ms. Hildreth outlined various options under consideration for the relocation of Tech Services to a new 25 to 30,000 sq. ft. facility, efforts to define how to best expend Prop A (Branch Library Improvement Bond) funds to create a System-wide Services Support Center and improve and consider uses for Brooks Hall, and to consider options for bridging the second floor. Ms. Hildreth noted that the Friends and Foundation would be relocating their offices by June 2004. Ms. Hildreth then discussed the staff's response to the POE recommendations related to library staff operations issues such as improvements in the rate of return of materials to the shelves, improvements to the loading dock, and other lesser facilities and maintenance concerns. The City Librarian then discussed improvements proposed for the 1st Floor rest rooms and fire door improvements.

Ms. Hildreth explained that the information in her report reflected the way in which the issues were addressed in the POE (Post Occupancy Evaluation) Report to facilitate matching recommendations with staff's proposed response. The City Librarian then outlined several POE recommendations on various floors that staff was considering either alternative responses or not taking steps to address in the near future. Next, the City Librarian discussed in detail a preliminary timeline sheet that outlined various proposed POE related projects over the next few years.

PUBLIC COMMENT ON AGENDA ITEM #5 MAIN LIBRARY POE REPORT

Mr. Peter Warfield noted that the POE Report found the Main Library short of space for books and that the proposed improvements had no priority for and did little to create additional space for books. Mr. Warfield noted that a number of other issues raised in the POE Report were not addressed. Mr. Warfield further observed that the issue of more space for books was not being addressed.

COMMISSION COMMENT ON AGENDA ITEM #5 MAIN LIBRARY POE REPORT

President Higueras commented that this plan reflected a serious effort to respond to the problems identified in the POE. President Higueras noted that just because a POE recommendation was not being addressed in this plan did not mean that it could not be taken up in the future. He then pointed out that while doing all of the POE (Post Occupancy Evaluation) Report recommendations totaled $28 million that the real cost of improvements that the library might undertake over many years could be less. Ms. Hildreth noted that the Main Library staff had made major strides in managing and better making available the collections in the building. In response to a question by Commission Swig, Ms. Lawhun informed the Commissioner that the dot.com companies which had proposed to provide way finding and e-mail access terminals pro bono for the Main Library had gone out of business. In response to questions by Commission Streets, the City Librarian discussed how she proposed to manage both the POE related projects as well as the great many Prop. A (Branch Library Improvement Bond) program projects. Finally, in response to a query from Commissioner Bautista, Ms. Hildreth explained the activities going on in and current arrangements governing the multiple users of Brooks Hall.

President Higueras called for a brief recess at 6:15PM
The Commission returned to session at 6:22PM

AGENDA ITEM #6 RESOLUTION HONORING DALE CARLSON

President Higueras noted the important contributions which former Library Commissioner and President of the Friends and Foundation of the San

Francisco Public Library Dale Carlson had made and then asked Commissioner Coulter to amplify the many reasons why the Commission wished to recognize his decades of leadership and support for the Library. Commissioner Coulter recalled Mr. Carlson's appointment to the Library Commission in 1988 by former Mayor Art Agnos and discussed his extensive leadership in the campaigns for Prop. A (Main Library Bond) a $109 million bond to build the Main Library, Prop. E (Library Preservation Fund) which increased the Library's annual budget from $18 million to $54 million, and most recently, Prop. A (Branch Library Improvement Bond) which provided $106 million for branch library improvement, renovation, and new construction. Commissioner Coulter noted that Mr. Carlson had raised more than $215 million dollars during his years of service as a Commissioner and as President of the friends and Foundation to dramatically improve library service for the people of San Francisco. President Higueras further noted that the California Library Association (CLA) had recognized Mr. Carlson with its President's Award winner for 2001 as California's outstanding library trustee.

PUBLIC COMMENT ON AGENDA ITEM #6 RESOLUTION HONORING DALE CARLSON

None offered.

COMMISSION COMMENT ON AGENDA ITEM #6 RESOLUTION HONORING DALE CARLSON

Commissioner Chin saluted Mr. Carlson's decades of leadership in the community. Commissioner Bautista recognized Mr. Carlson's optimistic spirit and generous support for the Library.

MOTION: by Commissioner Chin, seconded by Commissioner Swig to approve the proposed resolution honoring Mr. Carlson

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higueras, Streets, and Swig)

Mr. Carlson thanked the Commissioners for their kind words, noting that he had greatly enjoyed working with the Commission, the Friends and Foundation, and with the library's many friends in the community. Mr. Carlson also called attention to the very great contributions of civic and community leaders such as Mrs. Marjorie Stern, Charlotte Schultz and the late Mel Swig, and Commissioner Steve Coulter who had done so much to make the San Francisco Public Library the great institution that it has become.

Commissioner Streets left the meeting at 6:32PM.

AGENDA ITEM #7 UNION REPORT

None offered

AGENDA ITEM # 8 NEW BUSINESS

Commissioner Bautista inquired regarding the status of SAT preparation programs at the Library and was informed by the City Librarian that the grant funding which had supported these classes had been expended and the current program completed.

The number of members of the public who spoke anonymously at this meeting. 1

Public comment on Agenda item #8 NEW BUSINESS

Mr. Ed Regan requested that Library public service hours be expanded from 6AM until Midnight 7 days per week, that the Library create an encyclopedia and dictionary center in the Main Library, and that manually operated elevators be installed in the Main Library. Mr. Regan also suggested that outside fire escapes be installed at the Main Library as well.

Agenda item #9 PUBLIC COMMENT

An anonymous member of the public commented on Mr. Carlson's remarks upon being recognized by the Commission. This anonymous member of the public then discussed promises made when the Main Library was being built, recalling a draft document dated December 31, 1991 identified as a public library 10 year plan. This person called particular attention to two provisions; #4 concerning collection development that proposed doubling the library's book collections and another point outlining three types of library facilities which the public library system proposed to provide. This person suggested that the Commission reflect on whether this compact with the people of San Francisco had been kept. Mr. Peter Warfield requested that the Commission give more attention to increasing the number of books and the amount of space available for books in the libraries. Mr. Warfield noted that voters had made more books and hours their highest priorities. Mr. Warfield requested specific goals and objectives for books and hours be included in the budget and POE related plans. Mr. Warfield felt that books and materials had been slighted in the meeting's discussions and that the Commissioners should do more to increase books and hours

Commissioner Coulter pointed out that the document referenced by the anonymous member of the public was a draft that had never been adopted by the Library commission.

Agenda Item #10 EMPLOYEE EVALUATION CLOSED SESSION

(Commission Secretary Michael Housh performance evaluation)

Public comment on Agenda Item #10 EMPLOYEE EVALUATION CLOSED SESSION

An anonymous member of the public noted that they would remain until the Commission returns and reports on its closed session and adjournment of the meeting.

The Library Commission went into closed session at 6:42PM

Commissioner Swig left the meeting during the closed session

The Library Commission returned to open session at 7:35PM.

2nd Public comment on Agenda item #10 EMPLOYEE EVALUATION CLOSED SESSION

Mr. Peter Warfield thanked the City Librarian for informing the members of the public that the Commission was returning to open session.

MOTION: By Commissioner Coulter, 2nd by Commissioner Bautista not to disclose the matters discussed during the closed session.

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

ADJOURNMENT

MOTION: by Commissioner Bautista, seconded by Commissioner Chin that the meeting be adjourned

Public comment on Agenda item #12 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Chin, Coulter, and Higueras)

The meeting was adjourned at 7:36PM.

Michael Housh, Commission Secretary 12/18/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission

From: Susan Hildreth, City Librarian

Re: Guidelines regarding Children's Library Cards and Parental Access to Children's Circulation Records

Date: November 30, 2001

The Library is conducting a review of its policies and procedures to ensure that we are operating in a customer-friendly environment. Front-line staff has noted that parents are often disconcerted when they are unable to obtain information about materials that their children have checked out from the Library. Because the parents are responsible for paying for this material, they believe that they should have the right to know what material has been checked out by their children. We consulted with the City Attorney and other libraries to determine how this situation could be handled more effectively.

We are recommending for your approval the following procedures to address this situation. If a child is twelve (12) or under, the Library shall disclose the child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain the card, or 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain. The information to be disclosed would include all material currently checked out and overdue on the child's record. The information would not be available to parents of young people, ages thirteen (13) to eighteen (18), who hold young adult or teen cards, even though the parents are liable for the young persons' debts through the age of eighteen (18).

This procedure is similar to procedures that are currently in use in both the Oakland Public Library and the Alameda County Library system. The City Attorney has worked with staff to prepare these guidelines and recommends the guidelines for your approval.

11/15/01 DRAFT – FOR LIBRARY COMMISSION REVIEW & APPROVAL
Please note: this draft may be subject to further revision by the Library Commission and the City Attorney.

GUIDELINES REGARDING CHILDREN'S LIBRARY CARDS AND PARENTAL ACCESS TO CHILDREN'S CIRCULATION RECORDS

Obtaining a Children's Library Card

Individuals age 12 or under ("children") are entitled to a children's library card after their registration form is signed by a parent or legal guardian. A child's parent or guardian is responsible for materials checked out under their child's card.

Confidentiality of Children's Library Circulation Records

It is the policy of the San Francisco Public Library ("Library") to treat all patron registration records and all library circulation records as confidential in accordance with California State Law (Government Code Section 6267).

With respect to children's library records, the Library recognizes that instances may arise when it is necessary for a parent or legal guardian who is responsible for paying for a child's lost or damaged materials to be provided with information about their child's library materials. As a result, the following procedures are designed to enable such parents or guardians to obtain information about the library materials records of children age 12 and under.

In the case of a child age 12 and under, the Library shall disclose that child's current circulation records upon request from the child's parent or legal guardian who 1) originally authorized the child to obtain a library card, or 2) presents the child's card at the time of the request, or 3) is accompanied by the child to whom the circulation records pertain.

A parent or legal guardian who wishes to obtain information regarding their child's library materials must present valid identification at the time of their request.

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

November 28, 2001

TO: Library Commissioners
City Librarian Susan Hildreth

FR: George Nichols, Finance Director

RE: UPDATE FY 2002-03 BUDGET PLANNING

This report updates revenue projections and expenditure proposals presented to the Commission on November 7th. Since that report, we have received additional revenue information from the Controller as well as the written budget instructions from the Mayor.

Of note, City revenue is way down, the cost of City services is significantly increasing, and the City is facing an estimated budget gap of $175 million next year. Consequently, the Mayor has instructed General Funded (GF) departments to prepare their FY 2002-03 budgets based on current year revenue levels. Departments are also instructed to absorb increases in personnel costs within their baseline revenue levels. In addition, departments are instructed to prepare and submit reduction proposals reflecting a 10 percent reduction in GF support that will be implemented if revenue falls short of current projections. Also of note, the Mayor will provide the Board of Supervisors with a preliminary budget on April 1, 2002 and a final budget on May 31, 2002. All departments must submit their proposed budgets to the Controller by February 20, 2002.

REVENUE/SOURCES

Attachment A summarizes the two revenue scenarios for the Library Preservation Fund (LPF) for FY 2002-03. The first reflects a 10 percent reduction in GF support and the second reflects zero growth in revenue. Per the Mayor's instructions, we are preparing our budget on the assumption that next year's revenue will be the same as current year budgeted revenue. Current year revenue appropriations from the Library Preservation Fund are as follows:

Property Tax	General Fund Baseline	Total[1]
$19,783,883	$31,921,575	$51,705,458

Unlike the estimate discussed with the Commission in November, the revised estimate does not assume that current year revenue and expenditure reductions will carry-forward into FY 2002-03. In addition to the $51.705 million in projected revenue we also have a $3.150 million reserve in the LPF. Assuming zero-growth in revenue and a $3.150 million reserve, we are now projecting total LPF sources of $54.855 million to support Library programs in FY 2002-03. Assuming that we retain a 3.0 percent reserve ($1.551 million) for contingencies and future costs, the net available to support Library programs[2] in FY 2002-03 would be $53.304 million.

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[1] Includes State Public Library Fund allocation, Library revenue from fines, fees, and miscellaneous sources, and allocations from Proposition D (Children's Baseline). Excludes grants, gifts, trust funds, allocations from the Department of Children, Youth, and Families (DCYF), and capital project funds (i.e., Branch Facilities Improvement Bond Fund and Library Improvement Bond Fund).

PROPOSED BUDGET: ZERO-GROWTH REVENUE

Baseline Budget: The current year budget (FY 2001-02) funded by LPF sources totals $51.659 million. This includes $2.296 million in one-time expenditures for equipment, facilities maintenance projects, and other one-time projects. The total budget less reductions for one-time cost items constitutes the Library's baseline budget. As shown on Attachment A, the Library's baseline budget is $49.363 million. This amount reflects the current year cost of baseline services and programs.

However, in order to truly maintain services and programs at existing levels in FY 2002-03, an estimated $1.921 million more will be needed. This amount includes an estimated $1.606 million to cover MOU salary and fringe increases and salary step adjustments for current staff and $199,000 to cover the full-year cost of the 15.75 new FTE budgeted in FY 2001-02. It also includes $84,000[3] to cover anticipated increases in equipment and building system maintenance contracts and $32,000 to cover increases passed on to the Library by other City departments that provide us service.

As shown on Attachment A, adding the $1.921 million to the baseline budget of $49.363 million provides a revised baseline budget for FY 2002-03 of $51.283 million. This is a 3.9 percent increase in baseline costs and in general represents the amount needed to provide the same level of service next fiscal year. Also in general, without zero-basing current programs, we are assuming that reallocation of baseline sources is not an option to fund incremental increases in the cost of service.

Policy Budget Adjustments: After setting aside a 3.0 percent reserve and funding incremental baseline increases, a balance of $2.021 million is available to fund other needs. Decisions to fund items above the baseline are discretionary and represent policy decisions that will be made jointly by the Library Commission and the Library Administration.

As reported previously, we completed a process in which each Library division prepared and submitted Budget Change Concepts (BCC) that represented their highest priority needs. There were 54 individual BCCs submitted totaling $5.596 million and 26.59 FTE. A complete list of BCCs was provided to you in November and is again included with this report as Attachment B.

As discussed with the Commission in November, the Library's priorities given revenue assumptions at that time were:

1. $3,000[4] and 1.10 FTE to continue conversion of Project Read positions from grant/gift funds to City funds;

2. $450,000 per year for four years to purchase and install a new integrated library system (ILS);

3. $240,000 for maintenance and repair of branch facilities;

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[2] Excludes programs/activities funded by grants, gifts, trust funds, DCYF, and capital construction bond funds.

[3] Includes $70,000 for Operations, $12,000 for Branch self-charge machines, and $2,000 for the Main.

[4] Primarily funded by reallocation of baseline funds. Reclassify a vacant Special Assistant (1363) position.

4. $600,000 to continue upgrades to the Library's wide-area network (WAN) and to replace outdated computers in preparation of conversion to the new ILS.

5. $40,0000 for public copying and printing costs formerly covered by the IKON public copying and print agreement[5];

6. $59,000 to replace microform machines for S.F. History Center and Magazine/Newspaper Center owned by IKON which will be pulled with the termination of the IKON public copying and print agreement[6];

7. $25,000 to cover increasing cost of producing notices, flyers, announcements, and other library material for the public;

8. $140,000 to continue upgrading Branch Library telephone systems[7]; and,

9. $39,000 and 1.0 position (0.5 FTE) Librarian II for the Mission Bay Branch Library.

The proposals described above total $1.596 million leaving a balance of $425,000 that could be programmed to meet other needs. Given this scenario, we have further reviewed and prioritized BCCs and we are now recommending additional expenditures in FY 2002-03. The additional items are described on page 2 of Attachment A, as priorities 10 through 13.

Of significance, we have included $50,000 for support of the Tool Lending Center. The Mayor's Office has advised us that they are committed to this program although they do not see the program permanently funded by the Library. They have advised us that given the City's anticipated General Fund shortfall we should 1) continue to at least partially fund the center in FY 2002-03; and 2) encourage the San Francisco League of Urban Gardeners (SLUG) to obtain alternate funding.

In addition to items 10-13, we are now proposing to finance the ILS over three years instead of four. This will not increase the overall cost of the system but it will increase the annual outlay by $150,000 for each year financed. At the suggestion of the Mayor's Budget Director, we will work with the Office of Public Finance regarding a third party financing arrangement for purchase of the ILS as the City's equipment bond program is fully committed. According to the Mayor's Budget Director, third party financing rates are currently competitive with the City's bond financing program to purchase equipment.

Also, related to the $600,000 to upgrade the WAN and to replace antiquated computers and terminals, we are now proposing to redirect approximately $74,000 of these funds to upgrade 6.5 Information Systems (IS) Technician positions to IS Administrator positions. Reclassifying these positions to the higher level will address recruitment and retention problems. The $600,000 would be used to 1) complete the upgrade of the Main WAN ($148,000), 2) to replace computers and terminals ($378,000), and to upgrade/reclassify positions ($74,000).

The items described above represent the Library Administration's highest priorities given the BCC process we just completed and the revenue constraints we are facing. There are other priorities including the establishment of the San Francisco Digital Library Program[8] that we would try to fund through reallocation of baseline resources. It should also be noted that most of the items we have identified as our highest priorities are one-time funding requests[9] and this will help us as we move beyond FY 2002-03.

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[5] Needed to maintain services at current levels. Services not anticipated under new agreement.

[6] Needed to maintain services at current levels. Services not anticipated under new agreement.

[7] First phase projects may be postponed by current year spending cuts. Provides upgrades for 5 branches.

[8] New service unit to consolidate and coordinate the various electronic services of the Library.

Library Preservation Fund Reserve: It is Commission policy to maintain an annual reserve of 2 to 5 percent. Under this revenue scenario, the proposed budget provides for a 3 percent reserve. Strategically this is critical in FY 2002-03 given economic uncertainties and rapidly escalating cost of service – particularly staff salary and fringe costs – that occur annually. While this budget contains zero growth in revenue, the Library's baseline costs are projected to increase by 3.9 percent. Managing cost escalation in our baseline budget without a General Fund subsidy or without reductions in critical services requires prudent fiscal management and the maintenance of a healthy reserve.

PROPOSED BUDGET: 10 PERCENT GENERAL FUND REDUCTION

If the Library's GF support were cut by 10 percent, there would be sufficient funding to cover the baseline adjustments described on Attachment A. There would not however be sufficient funds to cover the cost of completing technology infrastructure upgrades and purchasing and implementing the ILS – which the Library must do. Under this revenue scenario, the LPF reserve would be fully spent and the Library would have to redirect or reallocate funds from baseline programs to implement the new ILS.

As instructed by the Mayor, we will prepare our budget based on the assumption that next year's revenue will be equal to current year revenue. We will also as instructed prepare reduction proposals describing what we would do if revenue were cut 10 percent. Although we will do this, it is unlikely that under Proposition E, our revenue will be affected this drastically.

PROPOSED ACTION

During the meeting of December 4th, we will seek the Commission's approval to proceed with developing the budget as proposed in this report. As part of this action, we are also seeking the Commission's input and direction on budget priorities if they differ from those presented in this plan.

In January, we will again update the Commission on budget planning and provide specific recommendations regarding Branch Facilities Improvement Bond appropriations and appropriations from other sources such as the Fuhrman Trust Fund, DCYF, and recurring grants and gifts. If you have any questions prior to the December 4th meeting please call me at (415) 557-4248.

Attachments

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[9] $1.821 million or 90.1%.

FY 2002-03 LIBRARY PRESERVATION FUND
Revenue Budget Estimates

CHANGE IN GENERAL FUND	**-10.00%**	**0.00%**
ESTIMATED REVENUE	$ 48,513,300	$ 51,705,458
RESERVE, BALANCE AVAILABLE	$ 3,149,977	$ 3,149,977
TOTAL REVENUE	**$ 51,663,277**	**$ 54,855,435**
LESS RESERVE	$ -	$ (1,552,261)
NET AVAILABLE REVENUE	**$ 51,663,277**	**$ 53,303,174**
FY 2001-02 BUDGET	$ 51,658,502	$ 51,658,502
LESS ONE-TIME COSTS	$ (2,295,966)	$ (2,295,966)
BASELINE BUDGET	**$ 49,362,536**	**$ 49,362,536**
BASELINE ADJUSTMENTS	$ 1,920,638	$ 1,920,638
REVISED BASELINE	**$ 51,283,174**	**$ 51,283,174**
POLICY BUDGET ADJ.	$ 998,000	$ 2,020,000
SUBTOTAL	**$ 52,281,174**	**$ 53,303,174**
AMT FUNDED THROUGH BASELINE REALLOCATION	$ (617,897)	$ -
PROPOSED BUDGET FY 2002-03	**$ 51,663,277**	**$ 53,303,174**

FY 2002-03 LIBRARY PRESERVATION FUND
Revenue Budget Estimates

CHANGE IN GENERAL FUND	**-10.00%**	**0.00%**
REVENUE/SOURCES		
BASELINE REVENUE	**$ 51,705,458**	**$ 51,705,458**
Property Tax	$ 19,783,883	$ 19,783,883
GF Baseline Allocation	$ 31,921,575	$ 31,921,575
PROJECTED CHANGE	**$ (3,192,158)**	**$ -**
Property Tax	$ -	$ -
GF Baseline Allocation	$ (3,192,158)	$ -
TOTAL REVENUE	$ 48,513,300	$ 51,705,458
FUND BALANCE 1/	$ 3,149,977	$ 3,149,977
TOTAL AVAILABLE REVENUE	**$ 51,663,277**	**$ 54,855,435**
Less Reserve	$ -	$ (1,552,261)
NET AVAILABLE REVENUE	**$ 51,663,277**	**$ 53,303,174**
BUDGET/USES		
CURRENT YEAR BUDGET	**$ 51,658,502**	**$ 51,658,502**
Operations	$ 50,775,063	$ 50,775,063
Capital	$ 883,439	$ 883,439
ONE-TIME COST ADJUSTMENTS	**$ (2,295,966)**	**$ (2,295,966)**
Operations	$ (1,412,527)	$ (1,412,527)
Capital	$ (883,439)	$ (883,439)
FY 2002-03 BASELINE BUDGET	**$ 49,362,536**	**$ 49,362,536**
BASELINE ADJUSTMENTS	**$ 1,920,638**	**$ 1,920,638**
MOU Salary Adjustments	$ 1,260,579	$ 1,260,579
Fringe Benefit Adjustments	$ 315,145	$ 315,145
Step M (Salary Step) Adj.	$ 30,000	$ 30,000
Annualized Costs	$ 198,914	$ 198,914
Work Order Increases	$ 32,000	$ 32,000
Equip/Bldg Maint Contract Increases	$ 84,000	$ 84,000
REVISED BASELINE BUDGET	**$ 51,283,174**	**$ 51,283,174**
POLICY BUDGET PROPOSALS	**$ 998,000**	**$ 2,020,000**
1 Conversion of Project Read Positions	$ -	$ 3,000
2 New Integrated Library System (Financed purhase over -4 yrs.)	$ 600,000	$ 600,000
3 Branch Facilities Maintenance Projects	$ -	$ 240,000
4 WAN Upgrades/Computer Replacement to Support ILS	$ 398,000	$ 600,000
5 Copying and Printing Costs Staff/Public	$ -	$ 40,000
6 Microform machines SF Hist/Newspapers & Magzine Centers (7 units)	$ -	$ 59,000
7 Inreased Reproduction Costs	$ -	$ 25,000
8 Branch Telephone System Upgrades (5 branches)	$ -	$ 140,000
9 Mission Bay Librarian II (1.0 position/0.5 FTE)	$ -	$ 39,000
10 *DPH Work Order - Health/Safety consultation*	*$ -*	*$ 18,000*
11 *Self-Charge Machines (Mission Br)*	*$ -*	*$ 66,000*
12 *Branch Telephone System Upgrades (additional 4-5 branches)*	*$ -*	*$ 140,000*
13 *Tool Lending Center*	*$ -*	*$ 50,000*
SUBTOTAL, PROPOSED BUDGET	**$ 52,281,174**	**$ 53,303,174**
AMT FUNDED THROUGH BASELINE REALLOCATION	$ (617,897)	$ -
PROPOSED BUDGET FY 2002-03	**$ 51,663,277**	**$ 53,303,174**

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
1	City Librarian	Increase Travel Budget	Would increase travel budget from $30,000 to $50,000.	0.00	$ 20,000		$ 20,000
2	City Librarian	1404 Clerk	Clerical assistance for City Librarian's Office. Workload issue.	1.00	$ 22,230	$ 22,230	$ -
		SUBTOTAL		1.00	$ 42,230	$ 22,230	$ 20,000
3	HR	Training Program	To increase training budget from $100,000 to $170,920 based on HR estimate of training needs.	0.00	$ 70,920		$ 70,920
4	HR	Recruitment Advertising	To advertise in websites and publications in an effort to recruit for Library positions.	0.00	$ 11,580		$ 11,580
5	HR	Recruitment Equipment	To purchase tables for Library conferences (8 @$600/table) and a recruitment rolling storage cart ($120)	0.00	$ 4,920		$ 4,920
6	HR	Copy Machine	To purchase a copy machine for HR use. Will support a staff of 12 and Project Read and Library for the Blind. Cost includes lease at $700/month plus $400/month for copies	0.00	$ 13,200		$ 13,200
7	HR	Shipping and Other Office Supplies	Costs for shipping recruitment materials to various Library conference locations ($5400) and general office supplies ($5000)	0.00	$ 10,400		$ 10,400
		SUBTOTAL		0.00	$ 111,020	[illegible]	$ 111,020
8	OCYS	Teen Services Unit	Add 1.0 3630. Base staffing is 3.5 FTE. Program enhancement.	1.00	$ 72,725	$ 69,225	$ 3,500
9	OCYS	Reproduction/Printing	To increase Reproduction Budget for OCYS	0.00	$ 8,000		$ 8,000
10	OCYS	Juvenile Hall-Circ/Collection	Stand -Alone collection system to reflect the Juv. Hall's holdings. Includes 1 PC, license, scanner, reader, barcodes, training, & retro conversion software)	0.00	$ 8,000	$ -	$ 8,000
		SUBTOTAL		1.00	$ 88,725	$ 69,225	$ 19,500
11	Branch	Branch Telephone System	2nd of 3 year plan to replace telephone system in Branch library System at 7 branches (Eureka Valley, Merced, Ortega, Parkside, Potrero, Marina, Western Addition)	0.00	$ 297,000		$ 297,000
12	Branch	Special Patrol at Eureka Valley	Funding Patrol at $300/month - total cost will be $3600 - current budget only covers $1500	0.00	$ -		$ -

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
13	Branch	Branch Staffing Increase	Six 3610's for the 6 smallest branches (former "Reading Centers")	6.00	$ 303,810	$ 303,810	$ -
14	Branch	Mission Bay Staffing	One 3632 for new Mission Bay Branch	1.00	$ 76,700	$ 76,700	$ -
15	Branch	Branch Self Charge/Express Checkout	Purchase a total of 10 machines at an estimated cost of $26,160/machine for placement at 5 branches (3 at Mission, 3 at Sunset, 2 at West Portal, 1 at Anza, 1 at Ingleside)	0.00	$ 261,600		$ 261,600
16	Branch	Subfinder Software Service/Maintenance	To support sophisticated staff scheduling software used in Branch System	0.00	$ 3,818		$ 3,818
17	Branch	3M Service Contract Increases	To cover service & maintenance on the 3 new self-charge machines purchases in FY 00-01. Estimated cost in $4000/machine	0.00	$ 12,000	$ -	$ 12,000
		SUBTOTAL		7.00	$ 954,928	$ 380,510	$ 574,418
18	Public Affairs	Reproduction & Mail Services	Increase Reproduction budget from $50,860 to $75,860	0.00	$ 25,000		$ 25,000
19	Public Affairs	Translation Services	To fund translation services to meet requirements of Bd of Sups Ordinance related to Equal Access to Services.	0.00	$ 10,000		$ 10,000
20	Public Affairs	Museum Preparator/Signage	To increase hours of two existing Museum Preparators from to .5 to .75 to help with anticipated workload increases in exhibits and signage.	0.50	$ 23,725	$ 23,725	$ -
21	Public Affairs	A/V System Equipment Refreshment	To replace video/data projector in Children's Center and the Stong Conference Room at cost of $14,250 each	0.00	$ 28,500		$ 28,500
		SUBTOTAL		0.50	$ 87,225	$ 23,725	$ 63,500
22	Main	Systemwide Assistive Technology Technician	1013 Senior Technician for ongoing development and maint. Of a system-wide assitive technology program - to be based in Automation Services and working with staff in Access Services, Branch and the Main.	1.00	$ 66,560	$ 66,560	$ -
23	Main	Archival Shelving for SF History Room/Hormel GLC in Brooks Hall	To fund additional archival shelving.	0.00	$ 5,212		$ 5,212

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
24	Main	3630 Floater 5th Floor	To fund half-time Librarian to be shared between the Mag/Newspaper Center and the Government Center.	0.50	$ 34,613	$ 34,613	$ -
25	Main	3630 SF History Room	To fund new full-time librarian to open SF History Room on Mondays. Suggesting closing on Sundays instead but since Mondays are longer day than Sundays - requires new staff.	1.00	$ 69,225	$ 69,225	$ -
26	Main	Book Drops for four LOW Sites	To allow LOW patrons to return books at their locations rather than waiting for the LOW to return to their site. Western Park apartments (one busy stop for LOW) has agreed to host a book return. Requestor is hopeful other busy stops will want to offer this service as well. Cost is approximately $600 per book drop including tax.	0.00	$ 2,396		$ 2,396
27	Main	Copying & Printing Costs for Staff & Public	To fund copying and printing for staff and the public in the Main, Branches and Automation. Currently, IKON contract covers this cost, however, new contract is in development that will likely not allow for this. ESTIMATED Cost breakdown is: $3620 for Branch copying, $9000 for Main/other divisions copying, $4250 for paper, $4500 for printer paper for whole system, $18,500 for toner for whole system.	0.00	$ 39,870		$ 39,870
28	Main	3630 Art/Music Center	To fund an Art/Music FTE. This additional FTE would make a current half-time position - fulltime. This person would allow Art/Music staff to participate in the Public Training Program, finish the conspectus quicker and do more outreach work.	0.50	$ 34,613	$ 34,613	$ -
29	Main	Microform Machines for Magazine/Newspaper Center and SF History Center	To purchase 7 Canon microform machines ($56,300) and $2000 for yearly maintenance. Currently, 6 of the existing microform machines and one printer is owned and maintained by IKON. The IKON contract is terminating and these machines will go away. In the current year budget - we are purchasing 3 new machines to add to 6 Canons already owned by the Library. The Library also owns 6 Minoltas that are old and in poor shape.	0.00	$ 59,000		$ 59,000
30	Main	Convert 1366 Special Asst. to 1.28 FTE in Project Read funded by Grant Funds.	This REDIRECTION would fully fund all Project Read positions except those portions of positions currently funded by the Friends & Foundation (1.10 FTE = .60 1424 and .50 1824)	0.27	$ 2,991	$ 2,991	$ -
31	Main	3M Self-Charge Machine for Children's Center	New Self -Charge Machine located in Children's Center to encourage self-check out. To help borrower services staff. Children's makes up 13-15% of Main circulation	0.00	$ 25,000		$ 25,000
32	Main	Shelving, Compact/Regular, Brooks Hall and 3rd Floor	Given that the 3rd floor of the Main has the largest collection of books and with an increase in the book budget - additional shelving is needed. In addition, additional shelving in Brooks Hall is needed to handle less used materials. Cost includes $18K for the 3rd floor shelving and $30K for compact shelving for Brooks.	0.00	$ 48,270		$ 48,270

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
33	Main	Wireless Access to SFPL Catalog	Request includes purchase of 2 wireless notebooks to help with reference questions in open stacks, deselection of collection, more efficient counting for the Conspectus and access to the catalog when book buying. (costs include notebook, wireless set0up and Light Pen)	0.00	$ 5,100	$ -	$ 5,100
		SUBTOTAL		3.27	$ 392,849	$ 208,001	$ 184,848
34	Automation	Integrated Library System Migration	To fund new ILS. Cost based on RFI issued March 2001.	0.00	$ 1,600,000		$ 1,600,000
35	Automation	Automation Services Technical Staff Upgrades	To convert 5.5 1012's and 1 .0 1013 to 6.5 1022. No FTE change. Conversion cost calculated assuming mid-step for all positions plus 25% fringe costs.	0.00	$ 73,599	$ 73,599	$ 0
36	Automation	Technology Refreshment	To refresh one third of the 1200 computers that the Library has. This is part of the Automation goal of replacing PC's every 3 years (which is industry standard).	0.00	$ 600,000	$ -	$ 600,000
		SUBTOTAL		0.00	$ 2,273,599	$ 73,599	$ 2,200,000
37	Tech. Srvcs	Technical Support for Library Materials	Funding would add 3.075 FTE (1 3618, .5 3610, 1 3602, and 3602 page conversions totaling .575). Redirection of $60,000 from professional services (spent on AIM)	3.07	$ 70,897	$ 70,897	$ -
38	Tech. Srvcs	Ergonomic Furniture Refreshment	To accommodate ergo needs of staff in Technical Services. This includes replacement of 10 workstations, and purchase of adjustable tables, computer tables, return tables, etc. BCC details all costs.	0.00	$ 30,300	$ -	$ 30,300
		SUBTOTAL		3.07	$ 101,197	$ 70,897	$ 30,300
39	IRMO	San Francisco Digital Library	To establish a new service unit to consolidate and coordinate the various electronic services of the library. Includes and upgrade of one 3632 to a 3634 and a new WebDeveloper positions (costed out at 1051 classification). In addition current staff would be reassigned to this unit.	1.00	$ 73,157	$ 73,157	$ -
40	IRMO	Electronic Resources & Service Materials	To purchase Title SourceII to facilitate book ordering ($11,500), To augment Teen/college/Career Materials currently paid for by the Carnegie Grant ($20,000), To purchase enhanced electronic reference resources including Tutor.com ($60,000), Webfeat ($50,000) and Oxford English Dict, Ency Brit, Mitchell's auto Repair, Grove's Dict ($40,000)	0.00	$ 181,500		$ 181,500
41	IRMO	International Distribution of Library Discards	To add to permanent pages to the IRMO budget to do work that is currently being done by Temp pages from the Main.	0.75	$ 31,029	$ 31,029	$ -
		SUBTOTAL		1.75	$ 285,686	$ 104,186	$ 181,500
42	O&M	Existing Vendor Contract Amendments for Energy Conservation Equipment Upgrades, New Equipment Service Maintenance at Chinatown, Main, and Brooks Hall	To pay for vendor contract amendments for energy conservation needs and equipment service and maintenance. Includes amendments to: YAMAS Controls, Pacific Coast Trane (related to new chiller at Chinatown), Bullzeye to service Brooks Hall coiling doors and new contract with Montgomery Kone for elevators service and maint. (for 5 months of FY 02-03 as current contract expires 2/03)	0.00	$ 93,140		$ 93,140

#	DIVISION	TITLE	DESCRIPTION	FTE	TOTAL	PERS SRVC	OEE
43	O&M	O&M/Engineering Staff Needs	Create new positions: 1 - 7205 Chief Engineer, 1 - 7347 Plumber, 2 - 7510 Light Fixture Maint.	4.00	$ 262,308	$ 262,308	$ -
44	O&M	Security Supervision Upgrade	Creation of new 8209 position to help in management and supervision of the security unit. Staff has increased therefore supervision workload has increased.	1.00	$ 76,505	$ 76,505	$ -
45	O&M	Additional Security Staff	Add 4 custodians for heavy custodial workload throughout system. This would include detail work and floor care and cleaning throughout the system. Costed with 4 new mid-step 2708's plus fringe costs.	4.00	$ 185,770	$ 185,770	$ -
46	O&M	Street Sweeper	Purchase new street sweeper. BCC suggests manpwer savings and more effective cleaning.	0.00	$ 20,632		$ 20,632
47	O&M	Replacement Vehicle - Delivery Truck	To purchase a delivery truck because current vehicle is too small, old and unreliable.	0.00	$ 35,000		$ 35,000
48	O&M	Debris Box Service	To increase debris box service throughout the system. Boxes needed because additional project work at branches is demanding it. This will continue.	0.00	$ 10,000		$ 10,000
49	O&M	Recurring Infrastructure Maint for all Facilities	For infrastructure maint. Related to roofs, painting, sidewalk paving etc.	0.00	$ 90,000		$ 90,000
50	O&M	Interdepartmental Work Order Increases	Request for increase in WO's with various depts as follows: $110,000 with DPW-BBR for facility maint., $7500 for R& P, $8000 for vehicle maint and fuel.	0.00	$ 125,500		$ 125,500
51	O&M	Safety Supplies	For purchase of additional safety supplies.	0.00	$ 5,000		$ 5,000
52	O&M	Branch Library Enhancements	For replacement of carpet squares throughout Chinatown Branch that are worn and stained beyond repair ($50,000) and to purchase a irrigation system for the Marina Branch ($25,000)	0.00	$ 75,000		$ 75,000
53	O&M	Custodial Equipment	For replacement of custodial equipment including hepavac, power washers, wetdry vacuums and carpet extractors for projects at the branches. Currently, equipment and material have to be transported to each branch.	0.00	$ 10,000		$ 10,000
54	O&M	Security System Retrofit for Main Library	To upgrade the Main Library security system. Upgrade would involve Audio/Visual upgrades and Access Control upgrades	0.00	$ 269,968	$ -	$ 269,968
		SUBTOTAL		9.00	$ 1,258,823	$ 524,583	$ 734,240
		TOTAL		26.59	$ 5,596,282	$ 1,476,956	$ 4,119,326

RECOMMENDATIONS OF POST OCCUPANCY EVALUATION OF MAIN LIBRARY

FUNCTIONAL DESIGN ISSUES

Recommendations	Status	Timeline	Cost
1. Maintain design excellence in all modifications	Met with representatives of SMWM who are willing to review modification design and materials	Met 10/23/01, will establish meeting schedule as needed	Do not anticipate any cost
2. Increase public service activity on 1st and 2nd floors	Planning for relocation of Technical Services to free up space on 1st floor. Beginning to plan for 2nd floor modifications	Staff to plan 2nd floor modifications in '02. Design/bid by Summer '03, completed Spring '04. 1st floor impacted by relocation of Technical Services.	$800,000 estimate for 2nd floor bridge. Appropriated in 2001/02 budget from Library Improvement Fund. $1,890,00 estimate for expansions of 1st floor.
3. Relocate Technical Services to an off-site location	Library staff working with Real Estate to identify possible locations	Plan to bring potential location options to Commission in Spring 2002	$9 million in 2000 Prop A bond for support services center/Brooks Hall improvements
4. Combine 1st floor check-in/check-out desk	Being addressed in plan for Borrower's Services modifications	Concepts to be presented to Commission 11/01. Design/bid by Summer '02, completed Spring '03	$1,822,500 estimate. Appropriated in 2001/02 budget from Library Improvement Fund.
5. Combine/ relocate reference desks on floors 3,4,5	Not being considered at this time. Service desks are very difficult to remove. May do more planning for 3rd floor only as 1st, 2nd floor projects occur	Planning for 3rd floor renovation would not begin until 2004	$800,000 estimate for limited modifications on 3rd floor only; will only consider if funding available
6. Remove compact shelving on floors 3,4,5	Not being considered at this time. Minimal additional shelf space achieved for high cost. May consider for 3rd floor only.	Planning for 3rd floor renovation would not begin until 2004 Note: availability of space in Brooks Hall will impact collection location/access decisions.	$1,800,000 estimate for modifications to 3rd floor only; will only consider if funding available

LEGIBILITY ISSUES

Recommendations	Status	Timeline	Cost
7. Redesign signage and navigational system	RFP being issued 10/23/01 for signage consultant. Consultant will develop building-wide signage system.	RFP responses due 11/30/01. Contract issued by 2/1/02. Design completed by 5/1/02, construction documents by 8/1/02.	$50,000 for consultant in Spring 2000/01 supplemental approp. $350,000 signage fabrication estimate appropriated in 2001/02 budget from Library Improvement Fund.

8. Bridge 2nd floor and allow public access to elevators on 2nd floor.	Will be considered as part of planning for 2nd floor modifications	Staff to plan 2nd floor modifications in '02. Design/bid by Summer '03, completed Spring '04.	$800,000 estimate for 2nd floor bridge. Appropriated in 2001/02 budget from Library Improvement Fund.
9. Incorporate circular nature of atrium in signage system	See #7 above		

CAPACITY ISSUES

Recommendations	Status	Timeline	Cost
10. Move highly used collections to 1st, 2nd floors; create publicly accessible archive in Brooks Hall, move non-public functions out of Main Library	Planning on relocation of Technical Services to free up 1st floor space. Plan to modify Brooks Hall for public access, Friends/Foundation office being relocated.	Technical Services relocation options to Commission Spring 2002. Plans for Brooks Hall in 2003. Friends/ Foundation to relocate by June 2004.	$1,890,000 estimate for 1st floor expansions. $9 million in Prop A bond for support center and Brooks Hall improvements.
11. Increase number of carrels/tables with online access.	Study space and online connectivity is plentiful at this time, not being seriously considered.	Not applicable	Not applicable
12. Develop archival center in Brooks Hall.	Staff is considering various use options for Brooks Hall and is discussing status of space with other users.	Plan for Brooks depends on Technical Services location and other users' needs. Hope to clarify use plan by 2003.	$9 million in Prop A bond for support center and Brooks Hall improvements

LIBRARY STAFF OPERATIONS ISSUES

Recommendations	Status	Timeline	Cost
13. Improve rate of material returned to shelves	Being addressed in Borrower's Services modifications	Concepts to be presented to Commission 11/01. Design/bid by Summer '02, completed Spring '03	$1,822,500 estimate. Appropriated in 2001/02 budget from Library Improvement Fund.
14. Renovate loading dock	Included in April 2001 supplemental projects, currently being designed	Design/bid by Spring '02, awarded by '02 Summer, construction Fall/winter 2002	$34,500 plus project management costs
15. Mechanical shades reviewed for effectiveness	Staff has adjusted to shades, some removed, some permanently closed, individual control panels could be installed.	May install some individual control panels as needed	Can be absorbed in operating budget or April 2001 supplemental
16. Gather facilities concerns and address them	Many concerns have been addressed by staff or are in POE plans	On-going efforts to monitor facility	On-going costs are being built into annual budget

FACILITY STAFF OPERATIONS

Recommendations	Status	Timeline	Cost
17. Be proactive about maintaining facility	Facility staff is actively involved in this	On-going	Funds allocated as much as possible
18. Redesign 1st floor toilets	Dependent on relocation of Technical Services	Relocations options to Commission Spring '02. Cannot proceed until Tech. Services moved.	$306,000 estimate
19. Modify exit system doors for usefulness	Included in April 2001 supplemental projects, currently being designed	Design/bid by Spring 'o2, awarded by '02 Summer, construction Fall/winter 2002	$40,500 plus project management costs

SUMMARY OF POE COSTS AND LIBRARY ACTIONS

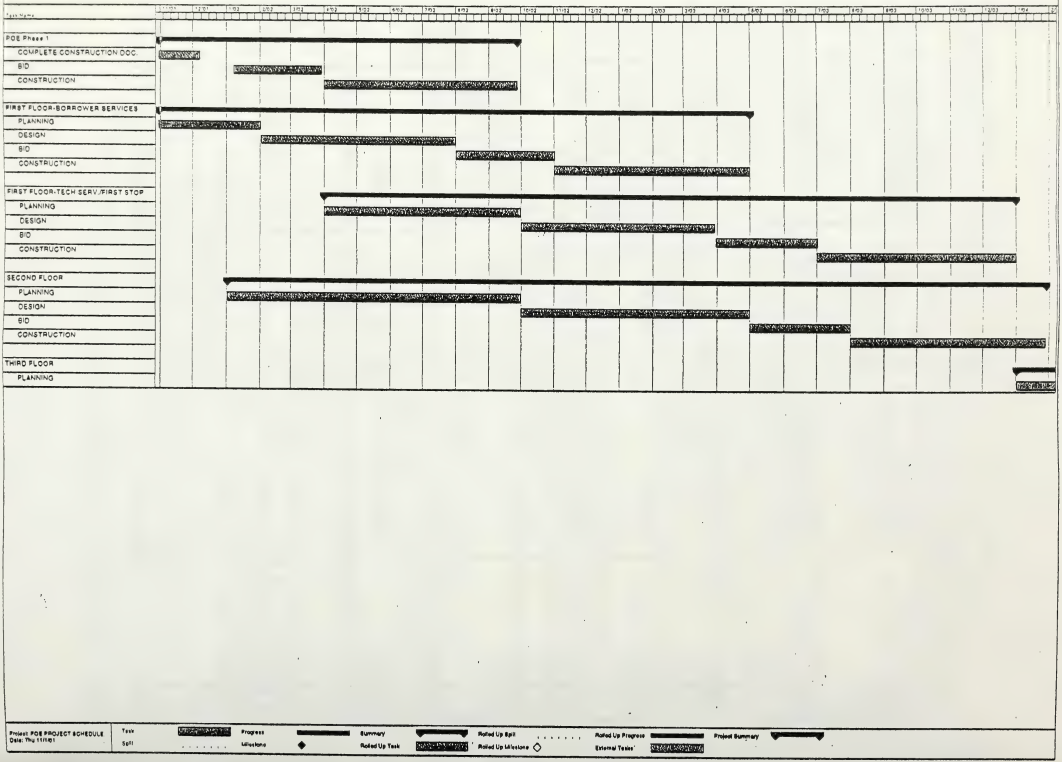
(See Post Occupancy Evaluation, Volume 2, Section 3, Detailed Cost Information for Project Clusters)

POE Project	POE Cost	Library Action	Estimated Cost
1. Classroom addition and lower level shelving	$1,382,629	Modifying loading dock	$34,500 plus project management costs, part of $1,549,886 supplemental
2. 6th floor renovations	$798,719	Not considering	-0-
3a. Floors 1,2 – expand browsing & collections	$2,628,014	Expand browsing and collections on 1st flr. if Tech Services relocated	$1,890,000
3b. Floor 2 – collections and access	$2,460,767	Possible expansion/ 2nd flr. bridge.. PA system modification in April '01 supplemental.	$810,000 – Please note creation of 2nd floor bridge has NOT been decided
3c. Floors 1,2 – service desk expansion	$3,138, 582	Considering desk expansion on 1st floor.	$1,822,500
3d. Floors 1,2 – restroom expansion	$930,048	Considering 1st floor restrooms/security gates	$400,000
4a. Floors 3,4 – service desk relocation	$1,663,757	Not considering at this time. May consider 3rd floor in future.	-0-
4b. Floors 3,4 – expand collection areas	$3,719,894	Same as above	-0-
5a. Floor 5 – relocate shelving /increase room	$1,011,734	Same as above	-0-
6. Expansion - Brooks	$10,343,204	Considering mechanical/ electrical improvements –Please note that library may share costs with other users of Brooks	$4,550,000
Totals	$28,077,348		$9,472,500*

* This total does not include the April 2001 supplemental of $1,549,886. Without the Brooks Hall costs, which are funded in the Branch Library Improvement bond, the total is $4,922,500.

SAN FRANCISCO MAIN LIBRARY POE PROJECTS

SCHEDULE OCT. 31, 2001



City
and
County
of
San Francisco

Performance Appraisal Report

ification

IRST NAME, MIDDLE INITIAL ısh, Carl M.	2 CLASS No AND TITLE 1544 Secretary, Library Commission		3 STATUS PE
ATION & DIVISION rary Commission	5 DEPARTMENT Public Library	6 REASON FOR REPORT Annual	7 [illegible] DATE IN CLASS 9/08/97
	8 PERIOD OF REPORT FROM 9/08/00	TO 9/08/01	9 PROBATION ENDS N/A

I. Duties and Responsibilities/Performance Criteria

DEFINITIONS OF RATINGS

Use the following definitions to identify employee's level of performance when rating factors in Sections II, III and IV.

COMPETENT AND EFFECTIVE	Performs assigned duties at an acceptable level throug demonstrated application of skills.
EXCEEDS STANDARDS	Performs assigned duties in a manner indicating exceptiona understanding of essential functions. Results achieved are ofte better than expected of performance rated "Competent an Effective," but not of such uniqueness as to warrant a "Outstanding" rating.
OUTSTANDING	Performs assigned duties in a manner demonstrating master at every level of major responsibility. Results achieved are wel beyond the level of performance rated "Exceeds Standards."
DEVELOPMENT NEEDED	Performance in one or more areas does not meet the requiren for a "Competent and Effective" rating. Improvement is require if acceptable results are to be achieved.
UNACCEPTABLE	Even under close direction, performance does not demonstrat the ability and/or willingness to produce required results.

II. Performance Factors *(Required for all employees)*

Competent Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. ATTENDANCE AND PUNCTUALITY				
GOOD OBSERVANCE OF WORKING HOURS; ONLY ROUTINE ENCE FROM WORK ☐	VERY PUNCTUAL AND DEPENDABLE ☐	EXTREMELY PUNCTUAL AND DEPENDABLE ☐	HIGH RATE OF LATENESS AND/OR ABSENCE FROM WORK ☐	EXCESSIVE AND PERSISTEN PATTERN OF LATENESS AND/OR ABSENCE FROM WORK
2. KNOWLEDGE OF JOB				
WELL-INFORMED ON IMPORTANT PHASES OF THE JOB ☐	WELL-INFORMED ON ALL PHASES OF THE JOB ☐	EXCEPTIONAL KNOWLEDGE AND UNDERSTANDING OF THE JOB ☐	LACKS KNOWLEDGE OF SOME IMPORTANT PHASES OF THE JOB ☐	INSUFFICIENT KNOWLEDGE TO PERFORM THE ESSENTIAL JOB REQUIREMENTS
3. QUANTITY OF WORK PERFORMED				
QUANTITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS ☐	QUANTITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS ☐	QUANTITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS ☐	QUANTITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS ☐	QUANTITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS
4. QUALITY OF WORK PERFORMED				
QUALITY OF WORK MEETS ESSENTIAL JOB REQUIREMENTS ☐	QUALITY OF WORK OFTEN EXCEEDS JOB REQUIREMENTS ☐	QUALITY OF WORK CONSISTENTLY EXCEEDS JOB REQUIREMENTS ☐	QUALITY OF WORK DOES NOT MEET JOB REQUIREMENTS IN SOME AREAS ☐	QUALITY OF WORK FAILS TO MEET ESSENTIAL JOB REQUIREMENTS
5. EFFECTIVENESS IN WORKING WITH OTHERS				
WORKS EFFECTIVELY WITH OTHERS ☐	WORKS EFFECTIVELY WITH OTHERS UNDER DIFFICULT CIRCUMSTANCES ☐	ACTIVELY PROMOTES GOOD RELATIONS WITH OTHERS ☐	OCCASIONALLY HAS DIFFICULTY IN WORKING WITH OTHERS ☐	SERIOUS INATTENTION TO NEEDS OF OTHERS AND-OR CONTINUED CONFLICT WITH OTHERS
6. ADAPTABILITY TO WORK SITUATION				
EFFECTIVELY ADAPTS TO DAY-TO-DAY DEMANDS OF THE JOB ☐	PERFORMS WELL EVEN UNDER PRESSURE OR IN DIFFICULT SITUATIONS ☐	PERFORMS EFFECTIVELY IN CRISIS SITUATIONS ☐	PERFORMANCE CONSISTENTLY DECLINES IN OTHER THAN ROUTINE SITUATIONS ☐	DOES NOT ADAPT TO ROUTINE DEMANDS OF THE JOB
7. USE OF MATERIALS AND EQUIPMENT				
ROUTINELY CONSERVES MATERIALS AND/OR MAINTAINS EQUIPMENT ☐	OBTAINS MAXIMUM UTILIZATION OF MATERIALS AND/OR EQUIPMENT ☐	DEVELOPS IMPROVED TECHNIQUES FOR THE USE OF MATERIALS AND/OR EQUIPMENT ☐	OCCASIONALLY WASTEFUL AND/OR CARELESS ☐	UNACCEPTABLY WASTEFUL AND/OR CARELESS
FETY				
NELY OBSERVES ALL SAFETY PRACTICES ☐	IDENTIFIES AND REPORTS SAFETY HAZARDS ☐	CONSISTENTLY IDENTIFIES SAFETY HAZARDS AND INITIATES CORRECTIVE ACTION ☐	OCCASIONALLY DISREGARDS SAFETY PRACTICES ☐	SERIOUSLY DISREGARDS SAFETY PRACTICES

III. Managerial Factors *(Required for all supervisory personnel)*

Competent Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
1. COMMUNICATING				
USUALLY COMMUNICATES CLEARLY AND PRODUCES EFFECTIVE LEVEL OF UNDERSTANDING ☐	FREQUENTLY USES LANGUAGE SKILLS TO PROMOTE OPTIMAL LEVEL OF CLARITY AND UNDERSTANDING ☐	CONSISTENTLY USES LANGUAGE SKILLS TO MANAGE INTERPERSONAL PROBLEMS EFFECTIVELY ☐	SOMETIMES FAILS TO COMMUNICATE CLEARLY RESULTING IN MISUNDERSTANDING AND OR CONFUSION ☐	SERIOUS AND/OR PERSISTE PROBLEMS USING LANGUAGE SKILLS
2. PLANNING				
DEVELOPS NECESSARY GOALS AND PLANS AND EVALUATES RESULTS ☐	IDENTIFIES POTENTIAL PROBLEMS AND DEVELOPS CONTINGENCY PLANS ☐	PLANS CREATIVELY TO OPTIMIZE USE OF ALL RESOURCES ☐	POOR ATTENTION TO PLANNING AND/OR INEFFICIENT USE OF RESOURCES ☐	SERIOUS INATTENTION TO PLANNING AND/OR EXTREME WEAK IN UTILIZING RESOURCES
3. DECISION MAKING				
USUALLY DEMONSTRATES SOUND EVALUATION OF FACTORS IN ROUTINE MATTERS ☐	DEMONSTRATES EXCEPTIONAL ABILITY TO SOLVE DIFFICULT PROBLEMS ☐	CONSISTENTLY DEMONSTRATES ABILITY TO SOLVE PROBLEMS OF A HIGHLY COMPLEX NATURE ☐	SOMETIMES OVERLOOKS AND/OR MISJUDGES BASIC FACTORS IN ROUTINE MATTERS ☐	SERIOUS INATTENTION TO DECISION MAKING; DECISIO PRODUCE POOR RESULTS
4. DIRECTING AND MOTIVATING EMPLOYEES				
EFFECTIVELY DIRECTS THE WORK OF EMPLOYEES ☐	MOTIVATES EMPLOYEES TO ACHIEVE HIGH PERFORMANCE ☐	IDENTIFIES EMPLOYEE POTENTIAL AND PROVIDES OPPORTUNITIES FOR OPTIMAL PERFORMANCE ☐	HAS DIFFICULTY IN DIRECTING AND/OR MOTIVATING EMPLOYEES ☐	SERIOUS INATTENTION TO DIRECTING AND/OR MOTIVATING EMPLOYEES
5. TRAINING AND DEVELOPING EMPLOYEES				
MAKES PROVISIONS FOR EMPLOYEES TO ACQUIRE NE ARY JOB SKILLS AI WLEDGE ☐	ENCOURAGES EMPLOYEES IN CAREER DEVELOPMENT ☐	ACTIVELY PROVIDES EMPLOYEE TRAINING AND DEVELOPMENT OPPORTUNITIES ☐	SOMETIMES FAILS TO PROVIDE NEEDED TRAINING OR JOB INFORMATION TO EMPLOYEES ☐	SERIOUS INATTENTION TO EMPLOYEE TRAINING NEEDS

IV. Overall Evaluation

Competent and Effective	Exceeds Standards	Outstanding	Development Needed	Unacceptable
☐	☐	☐	☐	☐

V Comments *Must be completed according to instructions.*

A Facts/Specific Performance Documentation: *Adequate and accurate documentation is required.*
(Attach additional pages as necessary)

Employee Strengths:

Work Plan for Next Report Period:

Recommendations:

Reporting Manager

ORK ADDRESS	2 CLASS No AND TITLE	4 CONFERENCE REPORT WITH (Manager's Signature)
	3. DATE OF REPORT	5. SIGNATURE

Employee's Statement *(See Handbook for Statement of Employee Rights)*

I agree with this report. ☐ I do not agree with this report. Sect.____ No.____

I request a conference with the Reviewer.

Rebuttal attached.

2. DATE OF COUNSELING INTERVIEW

3. SIGNATURE CERTIFIES I HAVE READ REPORT

Reviewer's Certification

ORK ADDRESS	2 CLASS No AND TITLE	4 DATE OF CONFERENCE INITIALS OF THOSE PRESENT
	3. DATE OF REVIEW	

I certify that I have reviewed this report.

I have taken the following action:

6 SIGNATURE

PROPOSED COMMISSION SECRETARY'S WORKPLAN FOR WINTER/SPRING 2001-2002

1) Continue to Weed the Commission's mailing list.

2) Better organize Commission Office activities to insure timely arrival of Commission agendas, minutes, and notices.

3) Staff and monitor a range of Branch Library Bond Program meetings and activities and keep the Commissioners informed of ongoing Bond programs activities/issues.

4) Prepare policy options for Commissioners review and provide Commissioners access to information and research materials needed to address issues and develop Library policies.

5) Keep Commissioners informed about Library and the Mayor's Budget Office processes and schedule and provide Commissioners with information and budget data needed for determining the 2002/03 Library budget.

6) Provide Commissioners with information needed to carry out recommendations of Post Occupancy Evaluation of the Main Library, and the Library's overall strategic planning process.

7) Work with Library Staff to monitor any Civic Center proposal that could impact Library use of Brooks Hall.

8) Coordinate with the Library Friends and Foundation to keep the Commission fully informed of their activities and projects to support the work of the Library.

9) Communicate with other library systems governing boards to Identify new ways to address issues that may come to the Commission.

10) Make available the current Library policy handbook on the Library website and in hard copy for staff and members of the public.

11) Investigate and propose ways to improve cooperation between the Library and the school district, the College District, San Francisco State University, and other city agencies and departments serving Library patrons in other capacities.

12) Respond to inquiries under the Public Records Act and Sunshine Ordinance and monitor changing legal requirements advising the Commission regarding appropriate policy changes.

DOCUMENTS DEPT.
DEC 1 4 2001
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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lie L. Brown, Jr.
yor

rles A. Higueras, A.I.A.
ident

ol Steiman
President

en Marte Bautista
nie K. Chin
ren A. Coulter
A. Streets
an W. Swig
missioners

an Hildreth
Librarian

hael Housh
mission Secretary

NOTICE OF MEETING*

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, December 20, 2001

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. **APPROVAL OF THE NOVEMBER 15, 2001 MINUTES** ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 15, 2001.
Explanatory document: draft minutes

2. **APPROVAL OF THE NOVEMBER 28, 2001 MINUTES** ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 28, 2001.
Explanatory document: draft minutes

3. **BOND FINANCE/SALE PROCESS REPORT** DISCUSSION
Presentation of and discussion of the Public Finance/bond sales process.

4. **MISSION BAY BRANCH LIBRARY: LETTER OF INTENT OUTLINING TERMS FOR ACQUISITION** ACTION
Presentation on and discussion of and possible action to authorize the City Librarian to sign a letter of intent from the San Francisco Redevelopment Agency (the "Agency") setting forth the major terms and conditions to the City's acquisition of a public branch library in the Mission Bay North Redevelopment Project Area and authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate the final purchase and sale agreement with the Agency in substantially the form of the letter attached to the agenda.
Explanatory document: draft letter of intent

5. **BOND PROGRAM MANAGER'S REPORT** DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an update on the bond schedule and budget, a status report on active projects, a WebPages report, and an overview of the project design review process.

6. NOMINATION OF COMMISSION 2002 OFFICERS **ACTION**
(This item is to allow Commissioners to nominate themselves or fellow commissioners for the offices of President or Vice President for 2002.)

7. PUBLIC COMMENT **DISCUSSION**
(This item to allow members of the public to comment on matters within the committee's purview as well as introduce new agenda for the committee's consideration.)

8. ADJOURNMENT **(motion and public comment required)** **ACTION**

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item.**

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at http://sfpl.lib.ca.us/. **12/13/01 - M. Housh,** Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meetings Policy

) ensure the participation of the disabled public in all Commission public meetings, the following items
ncerning accessibility will be available:

gn Language interpreters or note takers will be available upon request. Please contact Services for the Deaf
nd Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late
quests will be honored if possible.

sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf
nd Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. late
quests will be honored if possible.

person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433
DD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and
eech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

inutes of the meetings are available in alternative formats. If you require the use of a reader during the
eeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance
the need.

dividuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities
ould call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San
ancisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees
ay be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

brary Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,
oret Auditorium, except when otherwise noticed. The Commission meeting room is wheelchair accessible. The
osest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For
formation about Muni's accessible service, please call 415/923-6142.

here is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

cessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

ie ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at
is meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s)
sponsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic
vices.

ow Your Rights Under The Sunshine Ordinance

overnment's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards,
uncils and other agencies of the City and County exist to conduct the people's business. This ordinance assures
at deliberations are conducted before the people and that City operations are open to the people's review.

r more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco
ministrative Code) or to report a violation of the ordinance, contact Donna Hall, Administrator,
e Sunshine Ordinance Task Force, City Hall, Room 244 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-
89 or at 415/554-7724 ph. 415/554-5163 FAX and website at Donna_Hall@ci.sf.ca.us. Copies of the Sunshine Ordinance
n be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's
ebsite at www.ci.sf.ca.us/bdsupvrs/sunshine.

n Francisco Lobbyist Ordinance

tention: Individuals and entities that influence or attempt to influence local legislative or administrative
tion may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and
port lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics
mmission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site
tp://www.ci.sf.ca.us/ethics/.

ichael Housh, Commission Secretary
9/01

____________, 2001

Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Terms of Purchase & Sale Agreement for Mission Bay Branch Library Facility

Dear Ms. Hildreth:

I am writing in response to the draft proposal dated November 2, 2001 from Deputy City Attorney Donnell Choy on behalf of the San Francisco Public Library ("Library") regarding terms for developing a branch library within the San Francisco Redevelopment Agency's ("Agency") proposed Mission Senior Housing on Agency Parcel 1 of Block N3a (N3a/Parcel 1) in the Mission Bay North Redevelopment Project Area.

Transaction Structure

In anticipation of receiving fee title to N3a/Parcel 1 pursuant to the terms and conditions of the Mission Bay North Owner Participation Agreement by and between the Agency and Catellus Development Corporation (the "OPA"), the Agency has selected Mercy Housing California ("Mercy") through a competitive public process to be the developer ("Developer") of a 139-unit mixed use senior housing facility (the "Housing Project") on the site. The Agency and Mercy have entered into an Exclusive Negotiations Agreement (the "ENA") leading to two long term Ground Lease Agreements (collectively, the "Ground Lease"). Prior to entering into the Ground Lease, the Agency will cause the N3a/Parcel 1 to be vertically and horizontally subdivided. One ground lease (the "Library Ground Lease") will lease to the Developer the parcel to be developed for the Library (the "Library Parcel"), and the other ground lease (the "Housing Ground Lease") will lease to the Developer the remainder of N3a/Parcel 1. Mercy will assign its interest in the Housing Project and the Ground Lease to a California limited partnership in which a nonprofit affiliate of Mercy shall be the general partner (the "Owner"). The Owner will contract with Mercy Services Corporation or another corporation acceptable to the Agency and the City to provide professional property management services (the "Operator") for the completed Housing Project. Upon completion of the Housing Project (including without limitation the improvements contemplated herein to the Library Parcel), the Library ~~{Groundlease}~~ **[Ground lease]** shall terminate, and the Agency shall sell the Library Parcel to the Library as provided herein and under a purchase and sale agreement between the Library and the Agency (the "Agreement") together with all necessary easements for support, utilities, access, and any other purposes reasonably necessary for the beneficial enjoyment of the Library Parcel as herein contemplated and a Declaration of Restrictions recording the use restrictions described herein (the "Declaration"). The Grant Deed for the Library Parcel ~~{would}~~ **[will]** also have a Right of Reverter so that the Agency could regain control of the parcel in the event that the use restrictions described herein and in the Declaration are violated or the Library attempted to transfer the Parcel ~~{without obtaining the Agencys prior approval}~~ **[in violation of the Agreement]**.

The following is an outline of the essential terms and conditions that would be contained in the Agreement, the Declaration, the Grant Deed and other related transaction documents (collectively, the "Transaction ~~{Documents")}~~ **[Documents")]** as appropriate:

Library Parcel: The Library Parcel shall be a fee interest within N3a/Parcel 1, located on the southeast corner of the intersection of Fourth and Berry Streets and containing approximately ***7,758*** SF of gross leasable area as better defined in Exhibit A. The Library Parcel shall be a separate legal parcel subject to a Reciprocal Easement Agreement and/or a Declaration of Covenants, Conditions and Restrictions which, after approval thereof by the Library, will govern the operation of the Library Parcel, the Housing Project and any other parcels the Agency may create as part of the Housing Project ("CC&Rs"). The Library Parcel shall be delivered with a ALTA standard title insurance policy in a form reasonably acceptable to the Library subject only to the List of Approved Title Exceptions contained in Exhibit E to Attachment C of the OPA and such other liens and encumbrances as the Library specifically approves in writing. The Library Parcel shall also include a right to rent on a monthly basis at least two (2) parking spaces in the garage of the Housing Project at fair market rental value. The final plans and specifications for the Library Parcel (including, without limitation, tenant improvements) will be developed by design professionals as described ~~{hereinbelow}~~ **[herein below]** and shall be approved by the Library prior to the Developer's commencement of construction of the Housing Project.

Amenities: The CC&Rs shall provide the Library with non-exclusive rights to use the loading dock on the side of the garage nearest the Library Parcel. In addition, the CC&Rs shall provide for the Library to have priority in using the community meeting room and adjacent garden for non-commercial activities consistent with the operation of a public library branch for up to 20 hours per week so long as the Library provides the Operator with a minimum of 60 days notice of its request to use these spaces. The Library agrees to pay a reasonable use fee equal to the Library's proportionate share of usage to the Operator's reasonable and actual cost for managing and operating the spaces.

Price: The **[Estimated]** Purchase Price to be paid by the Library to the Agency will be ~~{$__________}~~**[approximately $3.3 million dollars]**. This amount represents the best estimate of the actual cost of developing the Library Parcel based on information currently available. Notwithstanding the above, the actual Purchase

Price actually paid by the Library at Closing shall be the sum of the actual costs incurred by the Developer to design and construct the Library Parcel as approved by the Library plus 10%. The Parties acknowledge that the Library Parcel is being designed and constructed as an integral part of the Housing Project and that the costs of designing and constructing the Library Parcel will include a prorata share of the Housing Project's building systems that directly benefit the Library Parcel, all of which shall be reviewed and approved by the Library prior to the Library's agreement to purchase the Library Parcel. The Agency shall cause the Developer to develop and simultaneously submit to the Agency and the Library all design and construction documents together with the Developer's estimated actual costs for the Library Parcel in accordance with a schedule approved by the Agency and the Library. The Agency and the Library shall review and approve the Developer's calculations of all costs allocated to the Library Parcel including costs shared with the Housing Project.

Payments: Within 60 days following the effective date of the Agreement, the Library shall establish a separate jointly controlled Mission Bay Branch Acquisition Account (the "Account") at a mutually acceptable financial institution and place in the account an amount equal to at least ~~{___% of the approved Purchase Price. }~~**[50% of the Estimated Purchase Price. The Library shall deposit the remaining 50% of the Estimate Purchase Price as outlined in the Schedule of Performance to be negotiated. The balance, if any, of the Final Purchase Price to be deposited no later than 30 days prior to the Closing Date, unless otherwise agreed to by the parties. No later than 60 days after the Closing Date, the Agency shall refund to City any remaining, unencumbered funds in the Escrow Account.]** All payments to the Agency shall be made from this account. All disbursements from the Account will require the authorized signature of both parties. The Agency shall submit, or cause to be submitted by its Developer, all invoices related to the design and construction of the Premises on a monthly basis (a "Payment Request"). In the event that the Library reasonably objects to paying certain costs specified in the Payment Request, the Library shall deliver to the Agency a written letter clearly stating the disputed costs, its reasons for not agreeing with the Payment Request, and its proposal to resolve the dispute in a timely manner. The Library's objection to particular costs does not relieve it of the responsibility of paying all other non-disputed costs in the Payment Request. The Library shall pay all sums due within 10 business days of receipt of each Payment Request except that the Library shall be entitled to retain 10% of all direct construction costs ("Construction Retention"). The Library shall release 50% of the Construction Retention when the Agency notifies the Library that a Temporary Certificate of Occupancy has been issued for the Premises pursuant to the terms of the construction contract between the Developer and the general contractor responsible for building the Premises (the "Construction Contract"). The Agency and the Developer shall include a separate schedule of values for the cost of constructing the Premises in the Construction

Contract. **[The balance of the construction retention shall be paid as determined in the Agreement.]**

Termination Fee

In the event that the Agency is unable to complete the Library Parcel substantially in accordance with the approved Library Plans and Specifications (as defined below) by the Closing Date, then the Library may elect to terminate this Agreement and the Agency shall pay the Library an amount equal to all moneys paid out of the Account plus interest thereon at a rate equal to the rate of interest applicable to the Library's Library Bond Funds account during the period beginning on the date such funds are deposited into the Account and ending on the Closing Date (the "Termination Fee"). Simultaneous with the payment of the Termination Fee, the Library shall execute a form waiving and releasing all claims (including those on the Library Parcel), causes of action, losses or damages against the Agency and the Developer arising out of or in any way connected to the Agreement ("Waiver and Release of Claims"). The Library shall not have the right to terminate the Agreement in the event that its actions or inactions have materially contributed to the Agency's failure to perform.

Design and Construction:

Prior to the Developer's submittal of any estimated Purchase Price as stated above, the Library Parcel shall be designed pursuant to mutually agreeable design plans and specifications (the "Library Plans and Specifications") which shall provide for separate building systems (water, sewer, electrical, HVAC, security, etc.) wherever feasible as well as the use of attractive, high quality, durable finishes designed for high public traffic. The Agency shall cause the Developer to design the Library Parcel improvements to be architecturally distinctive from the remainder of the Housing Project. The Agency and its Developer shall be responsible for the construction of improvements on the Library Parcel in accordance with the Library Plans and Specifications approved by the Library, and the approved Library Plans and Specifications shall be attached to a Construction Rider which will be an exhibit to the Agreement. The Developer shall be responsible for contracting with design professionals (project architect(s),engineers and library building consultants) who shall be responsible for completing the Plans and Specifications and for performing administration services related thereto pursuant to the terms and conditions of their respective contracts ("Library Design Contracts") at no cost to the Agency. The Library shall have the right to review and comment on the Request for Proposals ("RFP") for the Library Design Contracts and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within five (5) business days of the Library's receipt of each RFP.

The Library shall have the right to review and approve the Construction Contract and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within ten (10) business days of the Library's receipt of the Construction Contract. The approved Construction Contract shall be attached as an exhibit to the Agreement. Within (10) business days of the Library receiving notification that the Library Parcel is substantially complete, the Library shall furnish the Agency with a list of construction deficiencies, if any (the "Punch List").

Change Orders: Change Orders and related documents such as Requests For Information and Field Directives shall be prepared pursuant to the terms of the Construction Contract. The Library shall have the right to review and approve all Change Orders that affect the design, functionality, or Purchase Price of the Library Parcel ("Library Change Orders"). The Library acknowledges that it is responsible for responding to Developer's requests to approve Change Orders and related requests for information on a timely basis. . The Agency shall cause the Developer to submit copies of all proposed Library Change Orders to the Library at the same time that any proposed Library Change Order is submitted to the Agency. All Library Change Order shall specify the amount of the increase or decrease in the Purchase Price that would be cause by the approval of the Change Order. The Library shall receive copies of all communications relating to Library Change Orders and the Library shall be invited to all construction meetings affecting the Library Parcel. The Library shall have the same time to review and approve Library Change Orders as the Agency has pursuant to its agreements with the Developer. Failure to respond to a request to approve a Library Change Order within this time shall result in the Library Change Order being deemed approved by the Library.

Dispute Resolution: [To be addressed in the actual Agreement.]

Closing: The Closing Date shall occur no later than 60 days following the Developer's completion of all improvements to the Library Parcel in accordance with the approved Library Plans and Specifications and any approved modifications thereto, the **[substantial]** completion of the Punch List, the issuance of a Certificate of Occupancy by the City **[for the Library Parcel]** and a Certificate of Completion by the Agency. Notwithstanding the above, the Closing Date must occur no later than four (4) years from the date of this Agreement, unless waived by the mutual agreement of the parties. On the Closing Date, the Library Ground Lease shall terminate and the Agency shall convey the Library Parcel to the Library or pay the Termination Fee as set forth above if the Agency is unable to deliver the Library Parcel in accordance with the approved Library Plans and Specifications and any approved Change Orders.

As-Built

Drawings

Upon Developer's satisfactory completion of all improvements to the Library Parcel (including, without limitation, all items on the Punch List) in accordance with the Library Plans and Specifications, Developer shall deliver to the Library two (2) complete sets of the As-Built drawings for such improvements. The parties agree to modify the legal description of the Library Parcel in the Library Ground Lease to conform with the boundaries of the As-Built drawings as long as such modification can be made so as to not place the Agency, the Developer, or the Housing Project in default under any of its financing agreements. However, nothing herein is intended to modify the requirements regarding the condition of title in which the Library will acquire the Library Parcel on the Closing Date.

Maintenance Expenses:

Pursuant to the terms of the CC&Rs as approved by the Library, the Library will be obligated to pay reasonable Common Area Maintenance (CAM) charges to the operator of the Housing Project. The Library shall be responsible for any taxes on the Library Parcel and for maintaining directly the Library Parcel's systems and services, exterior portions of the building and sidewalks and for paying for only those CAM charges that provide direct benefit to the Library such as property insurance and shared circulation areas such as lobbies, hallways, and stairs, and replacement costs for structural and direct benefit improvements.

Use Restrictions:

~~{The Library agrees to use the Library Parcel for the operation of a public branch library that will be open to the general public free of charge a minimum of five (5) days each week for a minimum of 32 hours per week, including one weekend day and one weeknight, until the earlier to occur of June 30, 2009 or the Agency no longer owns the underlying fee title to N3a/Parcel 1, unless otherwise agreed upon in writing between the Agency and the Library. After June 30, 2009 and provided}~~ **[Provided]** that the Agency still owns the underlying fee title to N3a/Parcel 1, the Library agrees to use the Library Parcel for the operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the Library system, **[including good faith efforts to include at least one weekday night and one weekend day in the operating schedule,]** unless otherwise agreed upon in writing between the Library and the Agency. For purposes of this letter, the phrase "operation of a public branch library" shall include any library uses approved by the Library Commission of the City and County of San Francisco that support cultural, educational and/or recreational uses available to the general public in San Francisco ("Library Uses"). Such uses may be offered in partnership with other public agencies or non-profit organizations. The Agency and Developer agree that the Library shall have 240 days from the Closing Date to begin operating the branch public library on the Library Parcel consistent with the above standards.

If the Library wishes to change any portion of the Library Parcel to a non-Library Use, the Library shall submit a written request to the Agency detailing the proposed change in use, the location and amount of square feet involved in the change in use, the reasons for the change in use, the expected duration of the change, and the proposed days and hours of operation of the new use ("Request for Change of Use"). The Agency shall not unreasonably withhold, delay, or deny any Request for Change of Use and shall approve or deny each Request for Change of Use within 90 days of the Agency's receipt thereof. If the Agency denies ~~{theRequest}~~ **[the Request]** for Change of Use, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised Request for Change of Use. If the Agency fails to respond in writing within 90 days, the Agency shall be deemed to have approved the Request.

Except after receipt of the written consent of the Agency in response to a Request for Change of Use, the Library shall not change the use of the Library Parcel. These Use Restrictions shall be included in the Declaration, which shall be recorded on the Library Parcel at or prior to the Closing.

Right of Reverter:

So long as the Agency owns the underlying fee title to the Housing Project, if the Library uses the Library Parcel for any purpose other than a Library Use without the Agency's prior written permission as set forth above ~~{or the Library sells or transfers its interest in the Library Parcel (other than for municipal finance purposes where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years) without the prior written consent of the Agency as set forth below}~~(collectively the "Use Violations"), then the Agency shall have a right of reverter under the following terms and conditions:

1. Prior **[to exercising its Right of Reverter, Agency shall provide written notice to the Library of the Use Violation and give Library 30 days to cure. If Library fails to cure within 30 days or commence and diligently prosecute to completion a cure during a longer period (if cure can not reasonably be completed within 30 days) then Agency shall exercise its Right of Reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its Right of Reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the Library subsequent to the Closing Date (the "Reverter Price"). If the Agency and the City can not agree on the Reverter Price, it shall be determined using the Dispute Resolution process outlined in the Agreement.**

2. However, if prior to receipt of a Notice of Use Violation from Agency, the Library sends the Agency a written notice that the Library has instituted in whole or in part a non-Library use(s) (which change in

use may be in violation of the Use Restrictions), and which state the specific nature of the non-Library change in use, the date on which the non-Library change in use began and the reason for the non-Library use change, and if the Agency fails to exercise its Right of Reverter within 90 days of receipt of such notice from Library, then Agency shall have forever waived its Right of Reverter with respect to the specific non-Library change in use described in the written notice. To the extent such change is in violation of the Agreement, the Agency retains all other remedies under the Agreement, at law or in equity.

3. The foregoing notwithstanding and without regard to whether the Library has given the Agency a written notice of a Non-Library Change in Use, the Agency shall be deemed to have waived its Right of Reverter as to that Use if the Library has openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months, provided that such Use has been approved by the Library Commission.

Restrictions On Sale:

So long as the Agency owns the underlying fee title to the Housing Project, prior] to any sale or transfer of the Library Parcel, the Library shall submit to the Agency a written request for permission to sell or transfer the Library Parcel (other than for municipal finance purposes ~~{()}~~ **[where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years) without the prior written consent of the Agency]**. The Agency shall not unreasonably withhold, delay, or deny any request for permission to sell or transfer the Library Parcel and shall approve or deny each request for permission within 90 days of the Agency's receipt thereof. **[If the Agency approves the request for permission, the sale or transfer shall be subject to the Use Restrictions unless expressly waived or modified in writing by the Agency.]** If the Agency denies the request for permission, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised request for permission. If the Agency fails to respond in writing within 90 days **[of receipt of the request]**, the Agency shall be deemed to have approved the request. If ~~{the Agency approves the request or}~~ the request is deemed approved, the Library may proceed to sell or transfer the Library Parcel without any use restrictions other than as may exist under the Redevelopment Plan or other City land use controls existing at the time of such sale or transfer. **[The foregoing notwithstanding, if the Library sells or transfers (or attempts same) in violation of the terms of the Agreement, then Agency shall have in addition to its remedies under the Agreement, at law and in equity, the Right of Reverter under the terms and conditions set forth above.]**~~{~~

~~2. The Agency shall have the right to exercise its right of reverter within 90 days following receipt of written notice from the Library of a Use Violation or request for sale or transfer. Such notice shall state the specific nature of the Use Violation, the date on which the Violation began and the reason for the Violation. If the Agency fails to exercise its right of reverter within such time, the Agency shall have waived its right of reverter with respect to the specific Use Violations described in the written notice. The foregoing notwithstanding and without regard to whether the Library has given the Agency a written notice of a Use Violation, the Agency shall be deemed to have waived its right of reverter as to that use if the Library has openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months, provided that such use has been approved by the Library Commission.~~

~~3. The Agency shall exercise its right of reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its right of reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the Library subsequent to the Closing Date (the "Reverter Price").}~~

Defaults and Remedies

Default By Developer: The following shall constitute Events of Default by the Agency after the expiration of reasonable notice and cure rights as provided under the Agreement:

1• The Agency's failure to deliver the Library Parcel with all improvements thereon constructed in accordance with the approved Library Plans and Specifications by the Closing Date ("Delivery Default").

2• The Agency's failure to abide by any other terms of the Agreement ("Other Agency Default").

Library Remedies: The Library may exercise the following remedies in the Event of Default by the Agency:

1• In the Event of a Delivery Default, the Library may (i) terminate the Agreement and recover the full amount of any moneys deposited pursuant to this Letter and the Agreement together with interest thereon at the higher of the City's cost of funds or the legal rate, or (ii) pursue such other remedies as are available at law or in equity.

2• In the Event of an Other Agency Default, the Library may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Agency is in default.

Default By Library: The following shall constitute Events of Default by the Library after the expiration of reasonable notice and cure rights as provided under the Agreement:

3• Library's failure to make any required payments under the Agreement including but not limited to payments for the purchase of the Library Parcel ("Monetary Default").

4• The Library's failure to abide by any other terms of the Agreement ("Other ~~{Librarly}~~ **[Library]** Default").

Developer Remedies: The Agency may exercise the following remedies in the Event of Default by the Library:

3• If a Monetary Default, the Agency may charge the interest on the amount due at the maximum amount allowable by law and $100 per day for every day the Library is in default.

4• If an Other Library Default, the Agency may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Library is in default.

Other Provisions: The Agreement, the CC&Rs, the Declaration of Restrictions, any easement agreements, and any other documents to be recorded against the Library Parcel shall contain such other provisions as the parties may agree are appropriate and consistent with the intent of this letter. The Library shall have the right to review and approve all agreements directly relating to the cost or the design of the development of the Library Parcel prior to their effectiveness. Notwithstanding this right, the Library shall not have the right to take any action or nonaction that would delay the completion of the Housing Project and/or increase the cost of the Housing Project, except as otherwise provided herein.

Non-Binding: This letter is intended only as an expression of interest and is not in any way to be construed to be legally binding on either party. Nothing herein shall be binding upon any of the parties until actual agreements have been prepared, approved by the governing bodies for each party (including the Board of Supervisors and the Mayor for the Library), and duly executed by each party.

If the above terms are acceptable, Agency staff will recommend to its Commission that the Agency enter into Agreements containing such terms. We look forward to your response. If you have any questions regarding this matter, please contact Matt Schwartz at 749-2460.

Sincerely,	Acknowledged and Agreed to:
Marcia Rosen	Susan Hildreth

Executive Director	~~{, Director San Francisco Public Library}~~ **[City Librarian**

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DOCUMENTS DEPT.
JAN 1 0 2002
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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ie L. Brown, Jr.
or

les A. Higueras, A.I.A.
dent

l Steiman
President

n Marte Bautista
ie K. Chin
en A. Coulter
A. Streets
an W. Swig
missioners

n Hildreth
Librarian

ael Housh
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the special meeting of Thursday, December 20, 2001.
The San Francisco Public Library Commission held a special meeting called by the Commission President on Thursday, December 20, 2001 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:06PM by Vice President Steiman.

President Higueras joined the meeting at 4:08PM

The following members were noted present: Commissioners Bautista, Coulter, Higueras, Steiman, Streets, and Swig.

Commissioner Chin's arrival was delayed.

Vice President Steiman announced that Agenda Item #4 Mission Bay Branch Library Letter of Intent would be taken up first.

AGENDA ITEM #4 MISSION BAY BRANCH LIBRARY LETTER OF INTENT

The City Librarian reviewed the history of the proposed Mission Bay Branch Library. Ms. Hildreth pointed out that the proposed branch library would be a 7,758-sq. ft. condominium facility that the library would own. Ms. Hildreth further commented that the use restrictions proposed in the earlier drafts of the Letter of Intent had been modified to require that the branch library be operated in a manner consistent with similar size branch libraries and that the Library Commission would have the right to enter into partnerships for use of the facility and determine appropriate use of the facility by the Library.

The City Librarian then discussed the circumstances that bound the Redevelopment Agency to insist on the reverter language in the proposed agreement. Ms. Hildreth then outlined a tentative budget for the library's portion of the project that totaled $3.9 million. She noted that this amount was $625,000 greater than had been estimated for this branch library and discussed various ways that this increased cost could be covered. Library Branch Bond Program Manager Marilyn Thompson then presented a detailed slide program addressing various aspects of the proposed new branch library development and construction, (copy attached). Ms. Thompson then addressed concerns with the $625,000 cost increase for the proposed branch library and outlined various ways this amount could be funded.

Deputy City Librarian Paul Underwood then provided a detailed overview of the prospective population growth discussing both the daytime and residential population in Mission Bay as well as user populations in the adjoining neighborhoods.

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

PUBLIC COMMENT ON AGENDA ITEM #4 MISSION BAY BRANCH LIBRARY LETTER OF INTENT

An anonymous member of the public commented that the explanatory document related to this item had not been available depriving interested parties of information needed to understand the proposal. This person noted that taking this item out of order (ahead of the last meeting Minutes) deprived the participants of the benefits of understanding the previous discussion. Mr. Ed Regan suggested that a model of each proposed branch library be available to view at a nearby branch library and the Main Library and indicate where the new branch would be located. Mr. Peter Warfield characterized this proposal as ill advised. Mr. Warfield suggested that the Commission might not get another opportunity to review this agreement that he felt was developed without public input. Mr. Warfield additionally questioned the patron base to support this new branch.

COMMISSION COMMENT ON AGENDA ITEM #4 MISSION BAY BRANCH LIBRARY LETTER OF INTENT

Vice President Steiman commented that other branch libraries served relatively small populations and suggested that a shared facility with Technical Services probably would not work in this location. Vice President Steiman observed that she still had problems with the reverter clause terms and that she did not believe that this arrangement would be fair to the Library. Commissioner Bautista noted that this was a great opportunity to provide library services to a new community. In response to questions by Commissioner Streets, the City Librarian and Amy Neches of the Redevelopment Agency explained in detail the background circumstances that underlay the reverter clause terms in the proposed Letter of Intent. Additionally, Ms. Neches then explained the costs covered by the 10% administrative fees to be paid to the Agency. Commissioner Coulter expressed some concern with the increase in project costs over the original estimates, noting that this could cause difficulties in having sufficient funds to complete all of the projects. In response, Ms. Hildreth outlined various ways that these costs might be contained. In answer to expressions of concern by Commissioner Swig with the potential costs of operating the new branch, the City Librarian explained that the next round of Prop. E (Library Preservation Fund) hearings would allow the staff to plan branch operations in context of the overall library system. President Higueras expressed concern with what steps were being taken to insure adequate oversight and control costs through careful management of the construction process. In answer to his questions, Ms. Thompson and Matt Schwartz of the Redevelopment Agency reviewed the process proposed to be used to keep tight control of costs throughout the project. President Higueras noted that given the cost increases on these early projects that the Commission must plan to anticipate and address increased costs throughout the life of bond program. Commissioner Bautista expressed the hope that an improving economy might produce additional resources to cover costs and Commissioner Coulter noted that some funds could be found through Prop. 14 (State Library Bond). In response to questions by Commissioner Swig and President Higueras, the City Librarian urged that the Commission act to approve the proposed Mission Bay terms as soon as possible given the overall project timeline. Mr. Schwartz confirmed that delay in approval could pose a risk for increased costs in the development of this project.

MOTION: By Commissioner Bautista, seconded by Commissioner Swig authorizing the City Librarian, in consultation with the City Attorney's Office and the Director of Property, to negotiate the final purchase and sale agreement with the Redevelopment Agency in substantially the form of the Letter of Intent.

ACTION: AYE 5-1 (Aye-Bautista, Coulter, Higueras, Swig, and Streets) (Nay -Steiman)

Commissioner Streets left the meeting at 5:15PM.

At the request of the City Librarian, President Higueras called Agenda Item #3 next.

AGENDA ITEM #3 BOND FINANCE/SALES REPORT

Ms. Thompson introduced Ms. Monique Moyer of the Mayor's Office of Public Finance who offered a detailed presentation to the Commission concerning the process involved in the issuance and sale of the library's bonds (copy attached).

PUBLIC COMMENT ON AGENDA ITEM #3 BOND FINANCE/SALES REPORT

An anonymous member of the public commented on the Sunshine Ordinance requirements that departures from the agenda be disclosed and noted that explanatory documents were not provided. Mr. Peter Warfield requested that he be given a copy of the report and requested that greater information be made available regarding the library's responsibilities regarding these bonds.

COMMISSION COMMENT ON AGENDA ITEM #3 BOND FINANCE /SALE PROCESS REPORT

President Higueras, and Commissioners Coulter and Bautista thanked Ms. Moyer for the depth and informative nature of her report. In response to questions by President Higueras, Ms. Moyer explained that the Commission did approve bond sales and described how her office and that of the Controller carefully tracked the expenditure of bond funds. Ms. Moyer additionally discussed how financial advisors were selected and reported that it was possible for individuals to purchase library bonds. In answer to questions by Commissioner Bautista, Ms. Moyer discussed the city's overall financial picture and expressed cautious optimism for the city's future credit worthiness.

President Higueras next called Agenda item #5 and noted the rest of the agenda would follow in order.

AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Branch Library Improvement Bond Program Manager Marilyn Thompson brought the Commissioners up to date with a report (copy attached) on the status of the bond program. She discussed the revised schedule, detailed the program budget and plans for future financial reporting, and discussed the bond program oversight committees. The Bond

The number of members of the public who spoke anonymously at this meeting. 1

Program Manager then discussed several options for reducing program costs for various branch library projects, outlined models for the typical design and construction process, and discussed details of bond program activities involving the Richmond, Glen Park, Excelsior, and Mission Bay Branch Libraries. The Bond Program Manager concluded her report with comments on community outreach efforts and posting of bond program information on the Library's website.

PUBLIC COMMENT ON AGENDA ITEM #5

An anonymous member of the public expressed satisfaction with the detailed nature of the report, and observed that it was important to keep interests at arm's length. Mr. Ed Regan found the report fine, noting that while construction may be simple, a lack of knowledge of construction and finance issues could make understanding it complicated. Ms. Nora Dowley inquired about the schedule for the Glen Park Branch Library. Mr. Warfield approved of the report, but expressed disappointment that the report was not noticed in the agenda, nor were supporting documents attached to the agenda. Mr. Warfield cited no mention of collections importance in the planning process.

COMMISSION COMMENT ON AGENDA ITEM #5 BRANCH LIBRARY BOND PROGRAM REPORT

Commissioner Bautista requested that future reports include a one-page summary for each of the branch library projects. In response to a query by Vice President Steiman, Ms. Thompson clarified her understanding of the likely construction schedule for the Glen Park branch with possible occupancy in 2003 or 2004, with the Mission Bay Branch later.

President Higueras called a brief recess at 6:41PM.
The Commission returned to session at 6:51PM.

AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 15, 2001

Public comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 15, 2001.

An anonymous member of the public noted that their previous comments calling that Roberts Rules and the Commission Bylaws called for Minutes to be approved only at regular meetings had not been accurately reported. This person further noted the lack of clear reporting of a statement attributed to Commissioner Chin. Mr. Ed Regan found that his comments had been accurately reported. Mr. Peter Warfield found that there were elements of clarity in these Minutes but that they were in various cited points verbose but drained of meaning. Mr. Warfield then explained what he had intended to say in several reported comments attributed to him.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 15, 2001

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista for approval of the Minutes of November 15, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 28, 2001

PUBLIC COMMENT ON AGENDA ITEM #2 APPROVAL OF THE MINUTES OF THE MEETING OFNOVEMBER 28, 2001.

An anonymous member of the public expressed appreciation that the meeting was fully recorded, that the required public comment summaries were not posted on the Library's website, and cited two examples of specific problems in the accuracy of the reporting in these Minutes. Mr. Ed Regan noted that his comments had been accurately reported. Mr. Peter Warfield noted that he found it difficult to review these Minutes.

President Higueras noted that future Minutes would comply with the requirements of the law.

MOTION: by Commissioner Steiman, seconded by Commissioner Swig for approval of the Minutes of November 28, 2001.

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

AGENDA ITEM #6 NOMINATION OF COMMISSION OFFICERS FOR 2002

Commissioner Coulter nominated President Higueras to be President for 2002 and President Higueras nominated Vice President Steiman to continue as Vice President for 2002.

PUBLIC COMMENT ON AGENDA ITEM #5 NOMINATION OF COMMISSION OFFICERS FOR 2002

Mr. Ed Regan observed that President Higueras and Vice President Steiman had done a good job and would continue to do so next year. Mr. Peter Warfield inquired concerning any campaign finance reporting requirements that might need to be observed. An anonymous member of the public offered best wishes for a successful term in office for the President and Vice President as well as Merry Christmas and Happy Holidays.

COMMISSION COMMENT ON AGENDA ITEM #6 NOMINATION OF COMMISSION OFFICERS FOR 2002

Commissioner Swig thanked Commissioner s Higueras and Steiman for their hard work and leadership during the past year.

Agenda item #7 PUBLIC COMMENT

An anonymous member of the public commented that while the Commission President had promised flexibility in planning that the Library Foundation would contravene that goal. The anonymous member of the public expressed the expectation that such a sentiment would be dismissed and denigrated. Mr. Ed Regan requested expanded public service hours for the Main Library and all branches from 6AM until Midnight seven days a week. Mr.

Regan also suggested more comfortable chairs and tables that allowed one to read while standing. Mr. Peter Warfield agreed with the previous speaker's call for more hours, and thanked Commissioners for their questions. Mr. Warfield additionally thanked two Commissioners he believed to have voted against approval of the Mission Bay Branch Library Letter of Intent.

Commissioner Bautista asked if there were any public libraries that operated public service hours such as those suggested by Mr. Regan. Commissioner Coulter pointed out the Friends and Foundation of the San Francisco Public Library has been widely cited as a model of philanthropy and expressed his appreciation for their support. Vice President Steiman noted that Commissioners were unable to leave the meeting to get refreshment without recessing and thus lengthening or delaying the business of the meeting.

Agenda Item #7 ADJOURNMENT

MOTION: by Commissioner Higueras seconded by Commissioner Coulter that the meeting be adjourned in honor of peace and good will toward all.

Public comment on Agenda item #7 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Coulter, Higueras, Steiman, and Swig)

The meeting was adjourned at 7:17PM.

Michael Housh, Commission Secretary 12/28/01

The number of members of the public who spoke anonymously at this meeting. 1

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

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The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the special Commission Meeting of December 20, 2001

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 20, 2001

Item 1:
Approval of the November 15, 2001 Minutes

"I like to comment on the approval of the minutes within the minutes because it has a self-reflective quality that magnifies what is being obscured.

This is a special meeting and the minutes under discussion are of a special meeting. Back in November 15, I said very directly that according to Roberts Rules of Order and your own Bylaws, approval of minutes will be at a regular meeting. The description of that here is so vague, qualified and mired in opinion that it does not look like a direct statement was made. I wonder if my statement now will be reflected in the minutes.

Similarly, a statement in the same paragraph speaks of the omission of a statement attributed to Commissioner Chin. What Commissioner Chin said was, 'Why is there a presumption that Commissioners will do wrong rather than assume we have integrity and will do right given the law.'"

Minutes of the special Commission Meeting of December 20, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 20, 2001

Item 2:
Approval of the November 28, 2001 Minutes

"The citizen summaries to be included in the minutes are still not on the website. That has been a legal requirement for close to two years. This is not a requirement of your secretary and that he do it with his bare hands. This is a requirement of the City and County of San Francisco.

I have two specific examples of the general problems with these minutes.

As part of the discussion of the Mission Bay Branch there was a commitment by Susan Hildreth to provide a report on the service area and the population served. There is no reference to anything like that, I suspect because the secretary didn't know if there would be a report.

The minutes ascribed a reference to the downtown Law Library to problems in shared facilities when the point was an entirely different one about the Library providing an amenity to tenants."

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 20, 2001

Item 3:
Bond Finance/Sale Process Report

"There are provisions in the Sunshine Ordinance that require you to announce at the beginning of the meeting any changes in the agenda.

Apparently the Secretary to the Library Commission feels that his duty to provide copies of documents is limited to his own documents. On the contrary, the obligation extends to all documents that are distributed to the Commission. If the presenter is a member of the public then we should all get the same amount of time she was given.

I was very interested the statement that because of prior abuses you are held strictly accountable for issues of fraud and neglect.

When I sued you regarding the Fuhrman fund, I found that bodies were responsible for spending money for non-indicated purposes. I was unsophisticated about how to get a San Francisco judge to hold a San Francisco body accountable. I hope I will be more sophisticated in the future."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 20, 2001

Item 4:
Mission Bay Branch Library: Letter of Intent Outlining Terms for Acquisition

"The agenda lists under explanatory documents a letter of intent but it does not list a memorandum you have in front of you dated today. The reason for the sunshine requirement is to give the public notice and opportunity to request documents in advance and I was prevented from doing that.

I am also deprived of the chance to comment on the prior discussion under approval of the minutes.

I referred to this as a 'pig in a poke.' The president's phrase that it was a 'bird in the hand' is not the empty-headed nonsense that we usually hear. The question is why that is a recommendation to do it. A 'bird in the hand' is recognition that your full planning and ability may not be able to produce anything better.

This does not reflect the level of concern that should be devoted to this project."

Appendix A

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Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, December 20, 2001

Item 5:
Bond Program Manager's Report

"I was not privy to the document when you began. I went to verify that it was not in the back of the room and found that it was back there.

I think that the primary virtue of this report is the length itself. This gives an idea of the complexity and intensity of one of these building projects. On top of that is the fact that up to seven or eight such projects may be going on at the same time.

I hope you recognize the importance of the essential nature of the process. It is designed to keep various interests at arms length, to make sure that there are reviews, disinterested checks and balances and assurances that all of the various interests are respected.

Sometimes the various individuals do not act at arms length or with professionalism in mind and that can be a serious problem."

Minutes of the special Commission Meeting of December 20, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 20, 2001

Item 6:
Nomination of Commission 2002 Officers

"Let me wish you the best for your continued service as president and vice president.

If I don't get a chance another agenda item, Merry Christmas and happy holidays."

Minutes of the special Commission Meeting of December 20, 2001

Appendix A

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Public Comment of An Anonymous Citizen
San Francisco Public Library Commission Meeting, December 20, 2001

Item 7:
Public Comment

"On at least two occasions the president has stated that he is in favor of planning for flexibility in our new branches. On the chance that he might persist in that opinion, I want to tell him what is in store for him.

The Library Foundation conducts a private business and what they have for sale is inflexibility. Irrespective of the future needs of the library, they will put an individual's name up in the library and it will stay there.

Any public goal might conflict with that and then the Foundation would be leaving money on the table.

Any public goal has a purpose that is abstract, long range and diffuse. Money on the other hand is immediate, concrete and measurable.

To make sure that no public goals get in the way of their fund raising, they are going to heap upon you the most outrageous personal attacks."

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

Memorandum

To: Library Commission
From: Susan Hildreth, City Librarian
Re: Mission Bay Branch Library Letter of Intent
Date: December 20, 2001

Staff Recommendation: Approve the Mission Bay Branch Library Letter of Intent

Background: The Library has been working with the Redevelopment Agency to plan a new branch library in their senior housing facility since early 2000. In August 2000, the Commission approved a resolution that supported the inclusion of the planned library in a Request for Qualification (RFQ) for developers for this project. In October 2001, staff presented a draft letter of intent regarding this project to the Commission. The Commission thoroughly discussed this draft and requested modifications. On November 28, 2001, staff presented a revised letter of intent to the Commission. Again, there was detailed discussion and modifications were requested. Today we a presenting a further revised version of the letter of intent.

Terms of Letter of Intent: The letter of intent outlines the business terms of the purchase and sale agreement as well as operational issues. Key topics of interest are:
Ownership: The Library will own its 7,758 square foot parcel, located on the first floor of the building, although it will not own the underlying ground.
Use Restrictions: The current version of the draft letter of intent states that the Library agrees to the "operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the Library system, including good faith efforts to include at least one weekday night and one weekend day in the operating schedule". The current operating schedule of similar size branches is 5-6 days per week, and 40-45 hours per week, which includes at least one night per week and Saturday.
Also, public branch library operation includes "library uses approved by the Library Commission…that support cultural, educational and recreational uses…Such uses may be offered in partnership with other public agencies or non-profit organizations". This gives the Library Commission the flexibility to partner with other groups to provide services, if necessary or appropriate.
The Library has 240 days (8 months) from the project closing date to begin branch library service. We anticipate that the project will be completed in early 2004; and we would open the branch during fiscal year 2004-05, probably Fall 2004, after the required second round of Proposition E hours and services hearings had been held and all facility operating schedules reviewed.

Right of Reverter: If the Library no longer wishes to use this parcel as a Library, the Redevelopment Agency has the right to repurchase the parcel from the Library "in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel". Because this entire project, including the branch library, is providing a public benefit to the community, the Redevelopment Agency can only use this property to provide a public benefit and all transactions are made on a cost basis, not a fair market value basis.

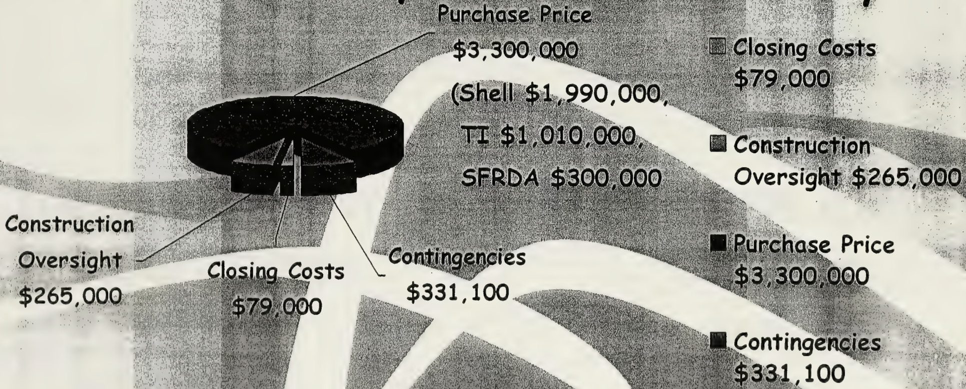
Project Cost: The purchase price is stated in the draft Letter of Intent is "approximately $3.3 million dollars". This purchase price does not represent other project costs including $331,100 in contingencies, $265,000 in construction oversight and $79,000 in closing costs. The total project cost is forecast at $3,975,100. Please see the attached cost sheet prepared by Marilyn Thompson, Bond Program Manager. The project costs are $625,100 over the project estimates. In order to fund the total estimated cost, it would be necessary to reallocate funds from the bond program reserve, which has a balance of $1,587,000. Please see the attached budget report prepared by Marilyn Thompson. This reallocation would result in a bond program reserve of $961,900. All cost estimates are very preliminary in this project; and we believe that we can maintain the costs as estimated. We do not anticipate that future projects will come in over estimated costs. All estimated costs have been verified as accurate by an independent cost estimating firm as part of the Branch Facilities Plan. We will keep the Commission informed as cost estimates become more definitive in this and all other bond projects. This project represents a great opportunity for the Library; and we still have some latitude for cost reallocation at this early stage of the program.

Population Projections: We have done a detailed review of population projections for this area and looked at census tracts that would represent users for the Mission Bay Branch. The current population is 13,628, with an estimated population of 16,638 in 2005, when the branch would be open, and a 2020 population of 26,500. Please see the attached population report prepared by Paul Underwood, Deputy City Librarian. We anticipate usage by neighborhood residents, workers who come to the neighborhood on a daily basis, and individuals who use the 3rd Street Rail and stop by the branch as part of their travels.

Next Steps: Pending Commission approval, Library staff will negotiate the purchase and sale agreement for the branch with the Redevelopment Agency. The Library is assembling a Mission Bay project team including library staff, a library building consultant and a library interiors consultant to work with the project design team on the library portion of the project. Library staff, assisted by community advocate Marilyn Smulyan, is gathering community information and will hold community meetings in the early spring to obtain input from the community regarding desired design and services for the branch.

Attachments

Mission Bay Branch Library



Purchase price includes hard & soft costs for a finished 7,700SF first floor library, ready for move in.

Shell costs were provided by Mercy Housing based on schematic design. Tenant Improvements are budgeted at $130 / SF for construction & design. Furniture & Equipment is not included. Contingencies are recommended at 10% and distributed by SFPL approval only.

SFRDA & Developer's administrative fees are 10%. Construction Oversight will monitor the Developer's contractors & consultants to insure Library's specifications are met, will protect Library's interests & are required by LOI.

Move-in costs & Real Estate Department are provided for elsewhere.

Mission Bay Branch Library

FORECAST PROJECT COST	$3,975,100
AVAILABLE FUNDS	$3,350,000
DIFFERENCE	($625,100)

ESTIMATED OPENING DATE FALL 2004

BUDGET REPORT-2000 Branch Library Bond
FAMIS PROJECT CLB BL2 PW__ __

ISSUE DATE: 12/20/01

			BUDGET			REVENUE							EXPENDITURES		
						FUND STRATEGY				FUND STATUS					
FAMIS Level 3	JOA #	Branch	Proposed Budget	Approved Budget (11/01)	Original Budget (5/00)	City Prop. A Bonds	State Prop. 14	Other Sources	Total All Sources	Appropriated	Reserve	Total Available	Budget 0/00/00	Actual 0/00/00	Balance
													A	B	A - B
Phase 0 Projects															
GP	7514A	Glen Park	3,428,000	1,770,000	1,790,000	3,428,000			3,428,000	1,336,000		1,336,000			0
IN	7516A	Ingleside [1]	1,770,000	1,770,000	1,790,000	1,770,000			1,770,000	1,770,000		1,770,000			0
PL	7519A	Portola [1]	1,770,000	1,770,000	1,790,000	1,770,000			1,770,000	1,770,000		1,770,000			0
VV	7521A	Visitacion Valley [1]	2,090,000	2,090,000	2,110,000	2,090,000			2,090,000	2,090,000		2,090,000			0
SC	7523A	Support Services / Brooks [1]	tbd	tbd	tbd				0			0			0
		SUBTOTAL	*9,058,000*	*7,400,000*	*7,480,000*	*9,058,000*	.	.	*9,058,000*	*6,966,000*	.	*6,966,000*	.	.	.
Phase 1 Projects															
EX	7525A	Excelsior	3,820,000	3,820,000	4,930,000	3,820,000			3,820,000	730,000		730,000			
MA	7510A	Marina	4,110,000	4,110,000	4,680,000	4,110,000			4,110,000	780,000		780,000			0
MB	7518A	Mission Bay	3,350,000	3,350,000	3,600,000	3,350,000			3,350,000	3,350,000		3,350,000			0
NV	7511A	Noe Valley	4,410,000	4,410,000	4,890,000	4,410,000			4,410,000	840,000		840,000			0
PS	7512A	Parkside	2,880,000	2,880,000	3,080,000	2,880,000			2,880,000	550,000		550,000			0
RI	7513A	Richmond	7,630,000	7,630,000	8,710,000	230,000	5,000,000	2,400,000 (2)	7,630,000	2,400,000		2,400,000			0
GP	7515A	Glen Park	1,270,000	2,800,000	2,990,000	1,270,000			1,270,000	434,000		434,000			0
VV	7522A	Visitacion Valley	3,230,000	3,230,000	3,450,000	730,000	2,500,000		3,230,000	620,000		620,000			0
SC	7524A	Support Services / Brooks	9,080,000	9,080,000	9,910,000	9,080,000			9,080,000	215,000		215,000			0
		SUBTOTAL	*39,780,000*	*41,310,000*	*46,240,000*	*29,880,000*	*7,500,000*	*2,400,000*	*39,780,000*	*9,919,000*	0	*9,919,000*	0	0	0
Phase 2 Projects															
IN	7517A	Ingleside	2,800,000	2,800,000	3,120,000	2,800,000			2,800,000			0			0
PL	7520A	Portola	2,800,000	2,800,000	3,120,000	2,800,000			2,800,000			0			0
NB	7526A	North Beach	3,460,000	3,460,000	3,690,000	3,460,000			3,460,000			0			0
SS	7527A	Sunset	1,490,000	1,490,000	1,610,000	1,490,000			1,490,000	15,000		15,000			0
WP	7528A	West Portal	4,110,000	4,110,000	4,680,000	4,110,000			4,110,000			0			0
		SUBTOTAL	*14,660,000*	*14,660,000*	*16,220,000*	*14,660,000*	.	.	*14,660,000*	*15,000*	.	*15,000*	.	.	.
Phase 3 Projects															
BV	7529A	Bayview	3,820,000	3,820,000	4,290,000	3,820,000			3,820,000			0			0
EV	7530A	Eureka Valley	4,580,000	4,580,000	4,870,000	4,580,000			4,580,000			0			0
OR	7531A	Ortega	3,560,000	3,560,000	4,060,000	1,060,000	2,500,000		3,560,000	70,000		70,000			0
WA	7532A	Western Addition	3,430,000	3,430,000	3,660,000	3,430,000			3,430,000			0			0
		SUBTOTAL	*15,390,000*	*15,390,000*	*16,880,000*	*12,890,000*	*2,500,000*	.	*15,390,000*	*70,000*	.	*70,000*	.	.	.
Phase 4 Projects															
AZ	7533A	Anza	4,740,000	4,740,000	5,040,000	4,740,000			4,740,000			0			0
BE	7534A	Bernal Heights	5,350,000	5,350,000	5,510,000	5,350,000			5,350,000			0			0
GG	7435A	Golden Gate Valley	5,340,000	5,340,000	5,670,000	5,340,000			5,340,000	50,000		50,000			0
PT	7536A	Potrero	4,230,000	4,230,000	4,790,000	4,230,000			4,230,000			0			0
		SUBTOTAL	*19,660,000*	*19,660,000*	*21,010,000*	*19,660,000*	*0*	*0*	*19,660,000*	*50,000*	0	*50,000*	0	0	0
Phase 5 Projects															
ME	7537A	Merced	4,200,000	4,200,000	4,470,000	4,200,000			4,200,000			0			0
PK	7538A	Park	1,310,000	1,310,000	1,410,000	1,310,000			1,310,000			0			0
PD	7539A	Presidio	1,530,000	1,530,000	1,640,000	1,530,000			1,530,000	15,000		15,000			0
		SUBTOTAL	*7,040,000*	*7,040,000*	*7,520,000*	*7,040,000*	*0*	*0*	*7,040,000*	*15,000*	0	*15,000*	0	0	0
Program-Wide															
LM	7501A	Library Mgmt & Consultants	800,000	800,000	0	800,000			800,000	300,000		300,000			0
CS	7500A	Program Consultants	750,000	750,000	0	750,000			750,000	300,000		300,000			0
PM	7509A	City Program Management	3,600,000	3,600,000	0	3,600,000			3,600,000	610,000		610,000			0
RE	7502A	Real Estate Dept	120,000	120,000	0	120,000			120,000	120,000		120,000			0
RM		Relocation & Moving Reserve	4,320,000	4,360,000	0	4,320,000			4,320,000			0			0
FE		Furniture & Equipment Reserve	15,000,000	15,000,000	15,000,000	0		15,000,000 (3)	15,000,000			0			0
FC		Bond Financing Costs	1,500,000	1,500,000	2,915,000	1,500,000			1,500,000	250,000		250,000			0
SF		Reserve (cost savings realized)	1,587,000	1,675,000	0	1,587,000			1,587,000	1,450,000		1,450,000			0
		SUBTOTAL	*27,677,000*	*27,805,000*	*17,915,000*	*12,677,000*	*0*	*15,000,000*	*27,677,000*	*3,030,000*	0	*3,030,000*	0	0	0
TOTAL			133,265,000	133,265,000	133,265,000	105,865,000	10,000,000	17,400,000	133,265,000	20,065,000	0	20,065,000	0	0	0

(1) Direct Cost of Land estimated by DRE as follows: Ingleside $1,125,000; Portola $1,125,000; Visitation Valley $1,350,000.
(Difference represents estimates for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial sitework)

(2) Earthquake Safety Program funds remaining for Branch Libraries

(3) Private donations secured by Friends & Foundation

TO: Library Commission

FROM: Paul Underwood
Deputy City Librarian

SUBJECT: Mission Bay Library Service Area

DATE: December 20, 2001

Background

At the November 28, 2001 meeting of the San Francisco Public Library Commission, commissioners expressed interest in learning more about the projected service area that would form a patron base for the Mission Bay Branch Library. The following information has been gathered to respond to that interest.

Service Area Population

The 2000 Census data states that the Mission Bay Branch Library service area, as geographically identified by Library Administrative staff, serves a population of 13,628. When buildout is completed in 2015 for housing in Mission Bay, the service area population will have increased to an estimated 24,000.

This projection is based upon:

- Current available census data;
- Redevelopment Agency projections of 6,090 new housing units;
- Redevelopment Agency projections of 11,000 new residents by 2015; and
- A 3.5% vacancy rate as stated in the *Mission Bay Subsequent Environmental Impact Report*

Mission Bay Branch Library Service Area Residential Population Projections

2000	**2005**	**2010**	**2015**	**2020**
13,628 (actual)	16,638	20,128	24,000	26,500

Other factors that will impact the use of a new library include:

- An estimated daytime population of 30,000 by 2015
- Convenient light rail and public transit to Mission Bay and the library site.

____________, 2001

Susan Hildreth, City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Re: Terms of Purchase & Sale Agreement for Mission Bay Branch Library Facility

Dear Ms. Hildreth:

I am writing in response to the draft proposal dated November 2, 2001 from Deputy City Attorney Donnell Choy on behalf of the San Francisco Public Library ("Library") regarding terms for developing a branch library within the San Francisco Redevelopment Agency's ("Agency") proposed Mission Senior Housing on Agency Parcel 1 of Block N3a (N3a/Parcel 1) in the Mission Bay North Redevelopment Project Area.

Transaction Structure

In anticipation of receiving fee title to N3a/Parcel 1 pursuant to the terms and conditions of the Mission Bay North Owner Participation Agreement by and between the Agency and Catellus Development Corporation (the "OPA"), the Agency has selected Mercy Housing California ("Mercy") through a competitive public process to be the developer ("Developer") of a 139-unit mixed use senior housing facility (the "Housing Project") on the site. The Agency and Mercy have entered into an Exclusive Negotiations Agreement (the "ENA") leading to two long term Ground Lease Agreements (collectively, the "Ground Lease"). Prior to entering into the Ground Lease, the Agency will cause the N3a/Parcel 1 to be vertically and horizontally subdivided. One ground lease (the "Library Ground Lease") will lease to the Developer the parcel to be developed for the Library (the "Library Parcel"), and the other ground lease (the "Housing Ground Lease") will lease to the Developer the remainder of N3a/Parcel 1. Mercy will assign its interest in the Housing Project and the Ground Lease to a California limited partnership in which a nonprofit affiliate of Mercy shall be the general partner (the "Owner"). The Owner will contract with Mercy Services Corporation or another corporation acceptable to the Agency and the City to provide professional property management services (the "Operator") for the completed Housing Project. Upon completion of the Housing Project (including without limitation the improvements contemplated herein to the Library Parcel), the Library ~~{Groundlease}~~ **[Ground lease]** shall terminate, and the Agency shall sell the Library Parcel to the Library as provided herein and under a purchase and sale agreement between the Library and the Agency (the "Agreement") together with all necessary easements for support, utilities, access, and any other purposes reasonably necessary for the beneficial enjoyment of the Library Parcel as herein contemplated and a Declaration of Restrictions recording the use restrictions described herein (the "Declaration"). The Grant Deed for the Library Parcel ~~{would}~~ **[will]** also have a Right of Reverter so that the Agency could regain control of the parcel in the event that the use restrictions described herein and in the Declaration are violated or the Library attempted to transfer the Parcel ~~{without obtaining the Agencys prior approval}~~ **[in violation of the Agreement]**.

The following is an outline of the essential terms and conditions that would be contained in the Agreement, the Declaration, the Grant Deed and other related transaction documents (collectively, the "Transaction ~~{Documents")}~~ **[Documents")]** as appropriate:

Library Parcel: The Library Parcel shall be a fee interest within N3a/Parcel 1, located on the southeast corner of the intersection of Fourth and Berry Streets and containing approximately *7,758* SF of gross leasable area as better defined in Exhibit A. The Library Parcel shall be a separate legal parcel subject to a Reciprocal Easement Agreement and/or a Declaration of Covenants, Conditions and Restrictions which, after approval thereof by the Library, will govern the operation of the Library Parcel, the Housing Project and any other parcels the Agency may create as part of the Housing Project ("CC&Rs"). The Library Parcel shall be delivered with a ALTA standard title insurance policy in a form reasonably acceptable to the Library subject only to the List of Approved Title Exceptions contained in Exhibit E to Attachment C of the OPA and such other liens and encumbrances as the Library specifically approves in writing. The Library Parcel shall also include a right to rent on a monthly basis at least two (2) parking spaces in the garage of the Housing Project at fair market rental value. The final plans and specifications for the Library Parcel (including, without limitation, tenant improvements) will be developed by design professionals as described ~~{hereinbelow}~~ **[herein below]** and shall be approved by the Library prior to the Developer's commencement of construction of the Housing Project.

Amenities: The CC&Rs shall provide the Library with non-exclusive rights to use the loading dock on the side of the garage nearest the Library Parcel. In addition, the CC&Rs shall provide for the Library to have priority in using the community meeting room and adjacent garden for non-commercial activities consistent with the operation of a public library branch for up to 20 hours per week so long as the Library provides the Operator with a minimum of 60 days notice of its request to use these spaces. The Library agrees to pay a reasonable use fee equal to the Library's proportionate share of usage to the Operator's reasonable and actual cost for managing and operating the spaces.

Price: The **[Estimated]** Purchase Price to be paid by the Library to the Agency will be ~~{$__________}~~**[approximately $3.3 million dollars]**. This amount represents the best estimate of the actual cost of developing the Library Parcel based on information currently available. Notwithstanding the above, the actual Purchase

Price actually paid by the Library at Closing shall be the sum of the actual costs incurred by the Developer to design and construct the Library Parcel as approved by the Library plus 10%. The Parties acknowledge that the Library Parcel is being designed and constructed as an integral part of the Housing Project and that the costs of designing and constructing the Library Parcel will include a prorata share of the Housing Project's building systems that directly benefit the Library Parcel, all of which shall be reviewed and approved by the Library prior to the Library's agreement to purchase the Library Parcel. The Agency shall cause the Developer to develop and simultaneously submit to the Agency and the Library all design and construction documents together with the Developer's estimated actual costs for the Library Parcel in accordance with a schedule approved by the Agency and the Library. The Agency and the Library shall review and approve the Developer's calculations of all costs allocated to the Library Parcel including costs shared with the Housing Project.

Payments: Within 60 days following the effective date of the Agreement, the Library shall establish a separate jointly controlled Mission Bay Branch Acquisition Account (the "Account") at a mutually acceptable financial institution and place in the account an amount equal to at least ~~{___% of the approved Purchase Price. }~~**[50% of the Estimated Purchase Price. The Library shall deposit the remaining 50% of the Estimate Purchase Price as outlined in the Schedule of Performance to be negotiated. The balance, if any, of the Final Purchase Price to be deposited no later than 30 days prior to the Closing Date, unless otherwise agreed to by the parties. No later than 60 days after the Closing Date, the Agency shall refund to City any remaining, unencumbered funds in the Escrow Account.]** All payments to the Agency shall be made from this account. All disbursements from the Account will require the authorized signature of both parties. The Agency shall submit, or cause to be submitted by its Developer, all invoices related to the design and construction of the Premises on a monthly basis (a "Payment Request"). In the event that the Library reasonably objects to paying certain costs specified in the Payment Request, the Library shall deliver to the Agency a written letter clearly stating the disputed costs, its reasons for not agreeing with the Payment Request, and its proposal to resolve the dispute in a timely manner. The Library's objection to particular costs does not relieve it of the responsibility of paying all other non-disputed costs in the Payment Request. The Library shall pay all sums due within 10 business days of receipt of each Payment Request except that the Library shall be entitled to retain 10% of all direct construction costs ("Construction Retention"). The Library shall release 50% of the Construction Retention when the Agency notifies the Library that a Temporary Certificate of Occupancy has been issued for the Premises pursuant to the terms of the construction contract between the Developer and the general contractor responsible for building the Premises (the "Construction Contract"). The Agency and the Developer shall include a separate schedule of values for the cost of constructing the Premises in the Construction

Contract. **[The balance of the construction retention shall be paid as determined in the Agreement.]**

Termination Fee

In the event that the Agency is unable to complete the Library Parcel substantially in accordance with the approved Library Plans and Specifications (as defined below) by the Closing Date, then the Library may elect to terminate this Agreement and the Agency shall pay the Library an amount equal to all moneys paid out of the Account plus interest thereon at a rate equal to the rate of interest applicable to the Library's Library Bond Funds account during the period beginning on the date such funds are deposited into the Account and ending on the Closing Date (the "Termination Fee"). Simultaneous with the payment of the Termination Fee, the Library shall execute a form waiving and releasing all claims (including those on the Library Parcel), causes of action, losses or damages against the Agency and the Developer arising out of or in any way connected to the Agreement ("Waiver and Release of Claims"). The Library shall not have the right to terminate the Agreement in the event that its actions or inactions have materially contributed to the Agency's failure to perform.

Design and Construction:

Prior to the Developer's submittal of any estimated Purchase Price as stated above, the Library Parcel shall be designed pursuant to mutually agreeable design plans and specifications (the "Library Plans and Specifications") which shall provide for separate building systems (water, sewer, electrical, HVAC, security, etc.) wherever feasible as well as the use of attractive, high quality, durable finishes designed for high public traffic. The Agency shall cause the Developer to design the Library Parcel improvements to be architecturally distinctive from the remainder of the Housing Project. The Agency and its Developer shall be responsible for the construction of improvements on the Library Parcel in accordance with the Library Plans and Specifications approved by the Library, and the approved Library Plans and Specifications shall be attached to a Construction Rider which will be an exhibit to the Agreement. The Developer shall be responsible for contracting with design professionals (project architect(s),engineers and library building consultants) who shall be responsible for completing the Plans and Specifications and for performing administration services related thereto pursuant to the terms and conditions of their respective contracts ("Library Design Contracts") at no cost to the Agency. The Library shall have the right to review and comment on the Request for Proposals ("RFP") for the Library Design Contracts and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within five (5) business days of the Library's receipt of each RFP.

The Library shall have the right to review and approve the Construction Contract and the Developer shall make good faith efforts to address any changes reasonably requested by the Library so long as the comments are received within ten (10) business days of the Library's receipt of the Construction Contract. The approved Construction Contract shall be attached as an exhibit to the Agreement. Within (10) business days of the Library receiving notification that the Library Parcel is substantially complete, the Library shall furnish the Agency with a list of construction deficiencies, if any (the "Punch List").

Change Orders: Change Orders and related documents such as Requests For Information and Field Directives shall be prepared pursuant to the terms of the Construction Contract. The Library shall have the right to review and approve all Change Orders that affect the design, functionality, or Purchase Price of the Library Parcel ("Library Change Orders"). The Library acknowledges that it is responsible for responding to Developer's requests to approve Change Orders and related requests for information on a timely basis. . The Agency shall cause the Developer to submit copies of all proposed Library Change Orders to the Library at the same time that any proposed Library Change Order is submitted to the Agency. All Library Change Order shall specify the amount of the increase or decrease in the Purchase Price that would be cause by the approval of the Change Order. The Library shall receive copies of all communications relating to Library Change Orders and the Library shall be invited to all construction meetings affecting the Library Parcel. The Library shall have the same time to review and approve Library Change Orders as the Agency has pursuant to its agreements with the Developer. Failure to respond to a request to approve a Library Change Order within this time shall result in the Library Change Order being deemed approved by the Library.

Dispute Resolution: [To be addressed in the actual Agreement.]

Closing: The Closing Date shall occur no later than 60 days following the Developer's completion of all improvements to the Library Parcel in accordance with the approved Library Plans and Specifications and any approved modifications thereto, the **[substantial]** completion of the Punch List, the issuance of a Certificate of Occupancy by the City **[for the Library Parcel]** and a Certificate of Completion by the Agency. Notwithstanding the above, the Closing Date must occur no later than four (4) years from the date of this Agreement, unless waived by the mutual agreement of the parties. On the Closing Date, the Library Ground Lease shall terminate and the Agency shall convey the Library Parcel to the Library or pay the Termination Fee as set forth above if the Agency is unable to deliver the Library Parcel in accordance with the approved Library Plans and Specifications and any approved Change Orders.

As-Built

Drawings Upon Developer's satisfactory completion of all improvements to the Library Parcel (including, without limitation, all items on the Punch List) in accordance with the Library Plans and Specifications, Developer shall deliver to the Library two (2) complete sets of the As-Built drawings for such improvements. The parties agree to modify the legal description of the Library Parcel in the Library Ground Lease to conform with the boundaries of the As-Built drawings as long as such modification can be made so as to not place the Agency, the Developer, or the Housing Project in default under any of its financing agreements. However, nothing herein is intended to modify the requirements regarding the condition of title in which the Library will acquire the Library Parcel on the Closing Date.

Maintenance Expenses: Pursuant to the terms of the CC&Rs as approved by the Library, the Library will be obligated to pay reasonable Common Area Maintenance (CAM) charges to the operator of the Housing Project. The Library shall be responsible for any taxes on the Library Parcel and for maintaining directly the Library Parcel's systems and services, exterior portions of the building and sidewalks and for paying for only those CAM charges that provide direct benefit to the Library such as property insurance and shared circulation areas such as lobbies, hallways, and stairs, and replacement costs for structural and direct benefit improvements.

Use Restrictions: ~~{The Library agrees to use the Library Parcel for the operation of a public branch library that will be open to the general public free of charge a minimum of five (5) days each week for a minimum of 32 hours per week, including one weekend day and one weeknight, until the earlier to occur of June 30, 2009 or the Agency no longer owns the underlying fee title to N3a/Parcel 1, unless otherwise agreed upon in writing between the Agency and the Library. After June 30, 2009 and provided}~~ **[Provided]** that the Agency still owns the underlying fee title to N3a/Parcel 1, the Library agrees to use the Library Parcel for the operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the Library system, **[including good faith efforts to include at least one weekday night and one weekend day in the operating schedule,]** unless otherwise agreed upon in writing between the Library and the Agency. For purposes of this letter, the phrase "operation of a public branch library" shall include any library uses approved by the Library Commission of the City and County of San Francisco that support cultural, educational and/or recreational uses available to the general public in San Francisco ("Library Uses"). Such uses may be offered in partnership with other public agencies or non-profit organizations. The Agency and Developer agree that the Library shall have 240 days from the Closing Date to begin operating the branch public library on the Library Parcel consistent with the above standards.

If the Library wishes to change any portion of the Library Parcel to a non-Library Use, the Library shall submit a written request to the Agency detailing the proposed change in use, the location and amount of square feet involved in the change in use, the reasons for the change in use, the expected duration of the change, and the proposed days and hours of operation of the new use ("Request for Change of Use"). The Agency shall not unreasonably withhold, delay, or deny any Request for Change of Use and shall approve or deny each Request for Change of Use within 90 days of the Agency's receipt thereof. If the Agency denies ~~{theRequest}~~ **[the Request]** for Change of Use, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised Request for Change of Use. If the Agency fails to respond in writing within 90 days, the Agency shall be deemed to have approved the Request.

Except after receipt of the written consent of the Agency in response to a Request for Change of Use, the Library shall not change the use of the Library Parcel. These Use Restrictions shall be included in the Declaration, which shall be recorded on the Library Parcel at or prior to the Closing.

Right of Reverter: So long as the Agency owns the underlying fee title to the Housing Project, if the Library uses the Library Parcel for any purpose other than a Library Use without the Agency's prior written permission as set forth above ~~{or the Library sells or transfers its interest in the Library Parcel (other than for municipal finance purposes where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years) without the prior written consent of the Agency as set forth below}~~(collectively the "Use Violations"), then the Agency shall have a right of reverter under the following terms and conditions:

1. Prior **[to exercising its Right of Reverter, Agency shall provide written notice to the Library of the Use Violation and give Library 30 days to cure. If Library fails to cure within 30 days or commence and diligently prosecute to completion a cure during a longer period (if cure can not reasonably be completed within 30 days) then Agency shall exercise its Right of Reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its Right of Reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the Library subsequent to the Closing Date (the "Reverter Price"). If the Agency and the City can not agree on the Reverter Price, it shall be determined using the Dispute Resolution process outlined in the Agreement.**

2. **However, if prior to receipt of a Notice of Use Violation from Agency, the Library sends the Agency a written notice that the Library has instituted in whole or in part a non-Library use(s) (which change in**

use may be in violation of the Use Restrictions), and which state the specific nature of the non-Library change in use, the date on which the non-Library change in use began and the reason for the non-Library use change, and if the Agency fails to exercise its Right of Reverter within 90 days of receipt of such notice from Library, then Agency shall have forever waived its Right of Reverter with respect to the specific non-Library change in use described in the written notice. To the extent such change is in violation of the Agreement, the Agency retains all other remedies under the Agreement, at law or in equity.

3. The foregoing notwithstanding and without regard to whether the Library has given the Agency a written notice of a Non-Library Change in Use, the Agency shall be deemed to have waived its Right of Reverter as to that Use if the Library has openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months, provided that such Use has been approved by the Library Commission.

Restrictions On Sale:

So long as the Agency owns the underlying fee title to the Housing Project, prior] to any sale or transfer of the Library Parcel, the Library shall submit to the Agency a written request for permission to sell or transfer the Library Parcel (other than for municipal finance purposes ~~{)}~~ **[where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years) without the prior written consent of the Agency]**. The Agency shall not unreasonably withhold, delay, or deny any request for permission to sell or transfer the Library Parcel and shall approve or deny each request for permission within 90 days of the Agency's receipt thereof. **[If the Agency approves the request for permission, the sale or transfer shall be subject to the Use Restrictions unless expressly waived or modified in writing by the Agency.]** If the Agency denies the request for permission, the Agency shall state in writing the reasons for such denial. The Library may but need not submit a revised request for permission. If the Agency fails to respond in writing within 90 days **[of receipt of the request]**, the Agency shall be deemed to have approved the request. If ~~{the Agency approves the request or}~~ the request is deemed approved, the Library may proceed to sell or transfer the Library Parcel without any use restrictions other than as may exist under the Redevelopment Plan or other City land use controls existing at the time of such sale or transfer. **[The foregoing notwithstanding, if the Library sells or transfers (or attempts same) in violation of the terms of the Agreement, then Agency shall have in addition to its remedies under the Agreement, at law and in equity, the Right of Reverter under the terms and conditions set forth above.]**~~{~~

~~2. The Agency shall have the right to exercise its right of reverter within 90 days following receipt of written notice from the Library of a Use Violation or request for sale or transfer. Such notice shall state the specific nature of the Use Violation, the date on which the Violation began and the reason for the Violation. If the Agency fails to exercise its right of reverter within such time, the Agency shall have waived its right of reverter with respect to the specific Use Violations described in the written notice. The foregoing notwithstanding and without regard to whether the Library has given the Agency a written notice of a Use Violation, the Agency shall be deemed to have waived its right of reverter as to that use if the Library has openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months, provided that such use has been approved by the Library Commission.~~

~~3. The Agency shall exercise its right of reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its right of reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Purchase Price plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the Library subsequent to the Closing Date (the "Reverter Price")}~~

Defaults and Remedies

Default By Developer: The following shall constitute Events of Default by the Agency after the expiration of reasonable notice and cure rights as provided under the Agreement:

1• The Agency's failure to deliver the Library Parcel with all improvements thereon constructed in accordance with the approved Library Plans and Specifications by the Closing Date ("Delivery Default").

2• The Agency's failure to abide by any other terms of the Agreement ("Other Agency Default").

Library Remedies: The Library may exercise the following remedies in the Event of Default by the Agency:

1• In the Event of a Delivery Default, the Library may (i) terminate the Agreement and recover the full amount of any moneys deposited pursuant to this Letter and the Agreement together with interest thereon at the higher of the City's cost of funds or the legal rate, or (ii) pursue such other remedies as are available at law or in equity.

2• In the Event of an Other Agency Default, the Library may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Agency is in default.

Default By Library: The following shall constitute Events of Default by the Library after the expiration of reasonable notice and cure rights as provided under the Agreement:

3• Library's failure to make any required payments under the Agreement including but not limited to payments for the purchase of the Library Parcel ("Monetary Default").

4• The Library's failure to abide by any other terms of the Agreement ("Other ~~{Librarly}~~ **[Library]** Default").

Developer Remedies: The Agency may exercise the following remedies in the Event of Default by the Library:

3• If a Monetary Default, the Agency may charge the interest on the amount due at the maximum amount allowable by law and $100 per day for every day the Library is in default.

4• If an Other Library Default, the Agency may charge its reasonable out of pocket expenses incurred due to the default and $100 per day for every day the Library is in default.

Other Provisions: The Agreement, the CC&Rs, the Declaration of Restrictions, any easement agreements, and any other documents to be recorded against the Library Parcel shall contain such other provisions as the parties may agree are appropriate and consistent with the intent of this letter. The Library shall have the right to review and approve all agreements directly relating to the cost or the design of the development of the Library Parcel prior to their effectiveness. Notwithstanding this right, the Library shall not have the right to take any action or nonaction that would delay the completion of the Housing Project and/or increase the cost of the Housing Project, except as otherwise provided herein.

Non-Binding: This letter is intended only as an expression of interest and is not in any way to be construed to be legally binding on either party. Nothing herein shall be binding upon any of the parties until actual agreements have been prepared, approved by the governing bodies for each party (including the Board of Supervisors and the Mayor for the Library), and duly executed by each party.

If the above terms are acceptable, Agency staff will recommend to its Commission that the Agency enter into Agreements containing such terms. We look forward to your response. If you have any questions regarding this matter, please contact Matt Schwartz at 749-2460.

Sincerely,	Acknowledged and Agreed to:
Marcia Rosen	Susan Hildreth

Executive Director	~~{, Director San Francisco Public Library}~~ **[City Librarian**

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Commission Handout

San Francisco Public Library Commission

Presentation on GO Bond Process

December 20, 2001

Monique Moyer
Mayor's Office of Public Finance
City and County of San Francisco
415/554-4862

G.O. Bond Process

1) Charter Section 9.106
   - defers to State law
   - 3% AV cap on taxable real & personal property

2) Article XIIIA, Sections 1(b)(2) and 2(a)
   - requires super-majority (2/3) vote
   - gives Issuer ability to levy property taxes for debt repayment that are "unlimited in rate and amount"
   - used solely for real property improvements

3) IRS expenditure & arbitrage provisions
   - expenses comply with tax-exempt uses
   - expenditures comply with timeline
   - interest earnings above expense remitted to IRS in full

4) SEC antifraud provisions

San Francisco’s G.O. Bond Structure

Term:	20 years per series
Repayments:	2 times per year
Interest Paid:	each June & December
Principal Repaid:	each June
Tax assessments:	each August
Tax collections:	each December & April
Bond Proceeds:	deposited with Treasurer
Interest Earnings	
Project Fund:	expended on project or debt repayment
Repayment Fund:	covers delinquencies surplus reduces next year’s tax

G.O. Bond Process for Issuance

Bonds Issued by Mayor's Office of Public Finance

Approved by Library Commission & Board of Sups

1) Department submits issuance request to MOPF
   - Request details proposed use of funds & expenditure timeline
   - Also documents that existing funds are not idle

2) MOPF reviews request
   - complies with GO use requirements
   - complies with IRS/City expenditure req'mts

3) Core bond team assembled & Treasurer notified
   Library dept., DPW (?), MOPF, City Attorney, Financial Advisors & Bond Counsel

4) Draft & Review documents (2 or 3 drafts)

5) Run bond numbers

G.O. Bond Process for Issuance, cont'd

6)Perform due diligence

7) Library Commission reviews bond offering

8) Resolution & Bond Documents submitted to Board Clerk
   -- hear by Finance Committee
   -- one reading by full Board

9) Seek rating & credit enhancement

10) Mayor signs Resolution

11) Sale advertised 15 days in advance

12) Official Statement and Notice of Sale issued to prospective underwriters

13)Bonds sold via competitive bid

G.O. Bond Process for Issuance, cont'd

14) Bond documents completed

15) Library Commission reviews bond offering

16) Transaction Closes
    - -- Documents executed & delivered to underwriter
    - -- Funds received by Treasurer

17) Funds appropriated

18) Funds encumbered

19) Funds expended

20) Continuing disclosure statement issued each March

21) IRS arbitrage filing every 5th anniversary

City's Current Municipal Bond Ratings

Type of Bond	**Rating**
General Obligation Bonds	Moody's: Aa3
	S&P: AA
	Fitch: AA
Lease Revenue Bonds	Moody's: A1
	S&P: AA-
	Fitch: A+
Certificates of Participation	Moody's: A2
	S&P: AA-
	Fitch: A+

General Obligation Debt Capacity

Net Assessed Property Valuation	$87,262,335,367
3% Cap on Outstanding Obligations	$2,617,870,061
General Obligation Bonds Outstanding (12/1/2001)	$974,400,000

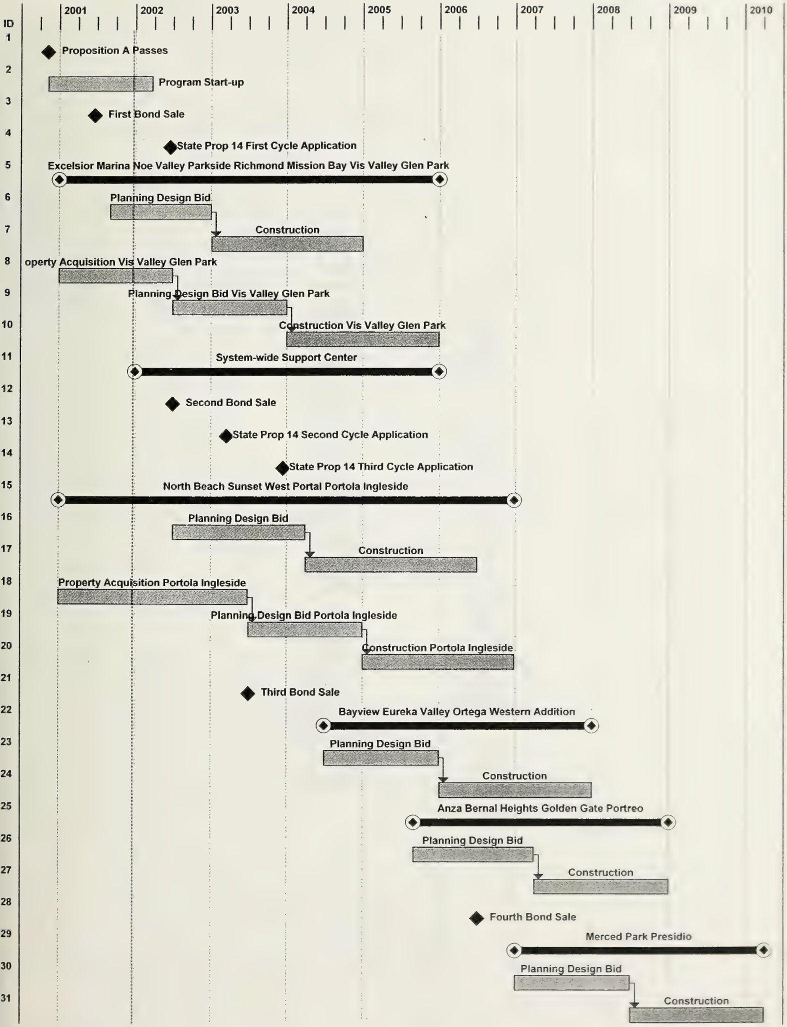
Utilized Capacity (12/1/2001)	1.12%
Unutilized Balance	$1,643,470,061

Authorized But Unissued G.O. Bonds

Seismic Safety Loan Program (11/3/92)	$315,000,000
Steinhart Aquarium Improvement (11/8/95)	29,245,000
Zoo Bonds (6/3/97)	13,715,000
City College & School District Bonds (6/3/97)	29,480,000
Laguna Honda Hospital (11/2/99)	299,000,000
Academy of Sciences (3/7/00)	87,445,000
Neighborhood Parks (3/7/00)	89,760,000
Branch Library Facilities (11/7/00)	88,200,000
Community College District (11/6/01)	195,000,000
TOTALS	$1,146,845,000

SUMMARY BOND PROGRAM SCHEDULE

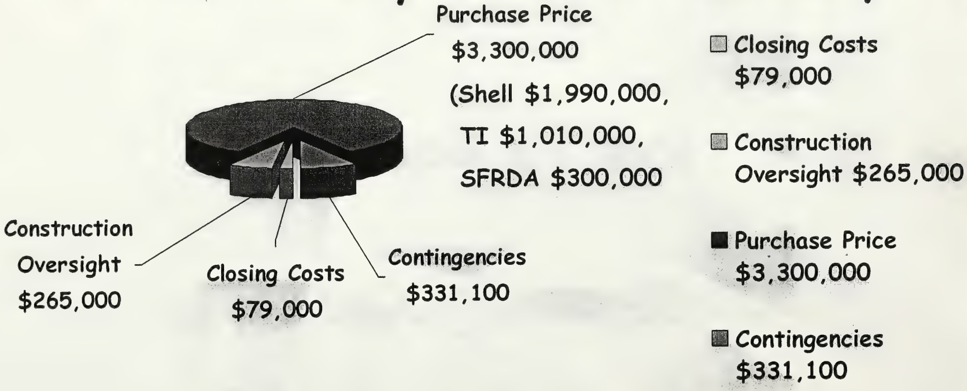
12-20-01



Library Commission

December 20, 2001

Mission Bay Branch Library



Purchase price includes hard & soft costs for a finished 7,700SF first floor library, ready for move in.

Shell costs were provided by Mercy Housing based on schematic design. Tenant Improvements are budgeted at $130 / SF for construction & design. Furniture & Equipment is not included. Contingencies are recommended at 10% and distributed by SFPL approval only.

SFRDA & Developer's administrative fees are 10%. Construction Oversight will monitor the Developer's contractors & consultants to insure Library's specifications are met, will protect Library's interests & are required by LOI.

Move-in costs & Real Estate Department are provided for elsewhere.

Mission Bay Branch Library

FORECAST PROJECT COST	$3,975,100
AVAILABLE FUNDS	$3,350,000
DIFFERENCE	($625,100)

ESTIMATED OPENING DATE FALL 2004

Informational Presentation

Monique Moyer, Mayor's Office of Public Finance, on General Obligation Bonds & Bond Sales

Budget & Schedule Update

- Glen Park revisions to budget:
  - Increase Property Acquisition Costs
  - Decrease Design & Construction Costs
  - Add $88,000 from Reserve
  - Revise appropriation
- Glen Park revisions to schedule:
  - Move project from Phase 2 to Phase 1

Quarterly Financial Reports

- Format- Levels 1-4
- Review- Level 3
- Financial Oversight
    - **Mayor's Office**
    - **Board of Supervisors**
    - **City Attorney**
    - **Public Finance**
    - **Public Works**
    - **Controller**
    - **Treasurer**

How Bond Project Budgets were Developed

- Researched previous reports & budgets
- Updated & defined scope of work with Library staff
- Researched unit costs of recent construction
- Applied schedule
- Included escalation to MPOC
- Conducted an independent review

Reports & Reviews

- January 2001- “San Francisco Libraries Renovation and Modernization Program Opinion of Probable Construction Cost”, by Don Todd Assoc
- January 2000- “Electrical Sufficiency Study”, by Schneider Electric & Square D Engineering Services
- 1999 to present- “Asbestos Containing Materials Baseline Survey & Estimate”, by DPH, SCA Environmental, Clayton Environmental
- December 1995- “Building Evaluation Report and Cost Estimate”, by DPW, Don Todd Associates
- October 1995- “Seismic Assessment of Various City-Owned Buildings”, by DPW, EG Hirsch & Assoc, SOH& Assoc, Don Todd Associates
- October 1995- “Seismic Assessment of Various City-Owned Buildings”, by DPW, Rutherford Chekene/ Structus, SOH& Assoc, Don Todd Assoc
- October 1992- “Seismic Assessment of Various City-Owned Buildings”, by DPW, Rutherford Chekene/ Structus/ Pegasus, Skidmore Owings & Merrill/ OLMM Structural Design
- October 1992- “Seismic Assessment of Various City-Owned Buildings”, by DPW, CYGNA/ Kwan/ Tuan/ Pegasus

Bond Program Projects Defined

BRANCH	SEISMIC	ADA	CODE	MODS	ADDTN	NEW
ANZA	X	X	X	X	X	
BERNAL	X	X	X	X	X	
EUREKA	X	X	X	X	X	
GOLDEN GATE	X	X	X	X	X	
MARINA	X	X	X	X	X	
MERCED	X	X	X	X	X	

Bond Program
Projects Defined

BRANCH	SEISMIC	ADA	CODE	MODS	ADDTN	NEW
NOE VALLEY	X	X	X	X	X	
NO BEACH	X	X	X	X	X	
ORTEGA	X	X	X	X	X	
POTRERO	X	X	X	X	X	
RICHMOND	X	X	X	X	X	
WEST PORTAL	X	X	X	X	X	

Bond Program
Projects Defined

BRANCH	SEISMIC	ADA	CODE	MODS	ADDTN	NEW
PARKSIDE	X	X	X	X		
EXCELSIOR	X	X	X	X		
WEST ADDTN	X	X	X	X		
PARK				X		
PRESIDIO				X		
SUNSET				X		

Bond Program
Projects Defined

BRANCH	SEISMIC	ADA	CODE	MODS	ADDTN	NEW
BAYVIEW		X	X	X	X	
GLEN PARK						X
MISSION BAY						X
INGLESIDE						X
PORTOLA						X
VIS VALLEY						X

Coping with Budget Revisions

- Establish Program Reserve
- Manage Project Contingencies
- Revise scope of work (value engineering)
- Schedule work sooner or phase work
- Reduce or eliminate need for interim locations
- Savings realized from completed projects

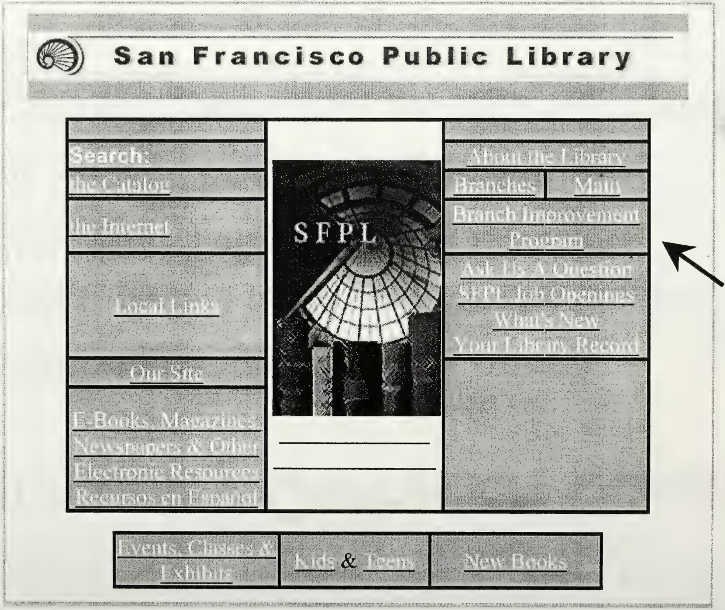
Active Projects Reports

- Richmond Branch Library
- Glen Park Branch Library
- Excelsior Branch Library
- Mission Bay Branch Library

Community Outreach Update

- Richmond Neighborhood Council
- North Beach- Friends of Joe DiMaggio Playground/Telegraph Hill Dwellers
- Noe Valley- Friends of Noe Valley
- Richmond community surveys completed 11/21

Web Site


San Francisco Public Library
Search:
the Catalog
the Internet
Local Links
Our Site
E-Books, Magazines, Newspapers & Other Electronic Resources
Recursos en Español
SFPL
About the Library
Branches
Main
Branch Improvement Program
Ask Us A Question
SFPL Job Openings
What's New
Your Library Record
Events, Classes & Exhibits
Kids & Teens
New Books

CLICK HERE!

Typical Design & Construction Process

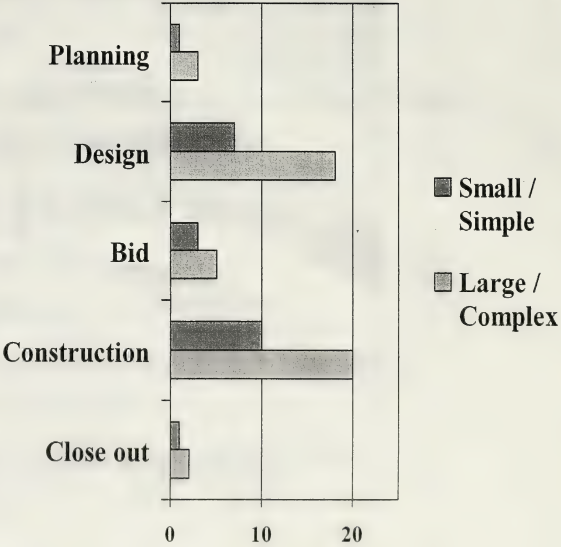
Including public review process

Before Design & Construction Phases Begin

- Funding strategy determined
- Funds appropriated
- Existing conditions assessed
- Project description defined, for example:
  - **Scope of work: deficiencies & improvements**
  - **Prioritize work: gotta do, wanta do**
  - **Size of project**
  - **Approximate duration**
  - **Fix the budget**
- Property acquisitions

Duration of Phases

- Planning Phase
  1 to 3 months
- Design Phase
  7 to 18 months
- Bid Phase
  3 to 5 months
- Construction Phase
  10 to 20 months
- Close Out Phase
  1 to 2 months



Planning Phase

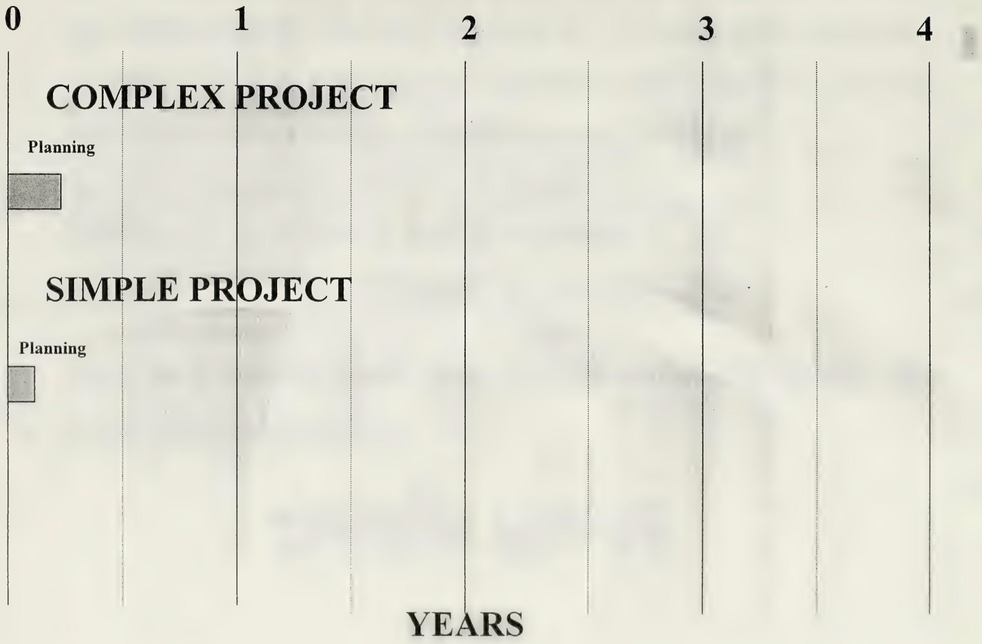
- Update previous assessments as needed
  - **Branch Facilities Plan**
  - **Seismic, ADA, haz mat reports**
  - **Geotechnical reports & property surveys**
- Community Needs Assessment
  - **Hire Library Planner, if needed**
  - **Research**
  - **Interview Community Groups & Library Staff**
  - **Community Surveys**

Planning Phase

- Library Services Plan
  - **Describe library programs, based on community need, staffing & space available**
  - **Represented by adjacency diagrams**
- Building Program
  - **Future Programs + Future Collections = Building Program (in Square Feet)**
  - **May include Bubble Diagrams**
  - **Given to Architect to begin Schematic Design**
  - **Presentation to Public**

Planning Phase

- Environmental Review starts
  - **Public process governed by City Planning- CEQA**
    - **Compatibility with existing Zoning Map & Planning Code**
    - **Land Use**
    - **Visual Quality**
    - **Population**
    - **Transportation**
    - **Noise**
    - **Air Quality / Climate (includes Shadows)**
    - **Utilities / Public Services**
    - **Biology**
    - **Geology / Topography**
    - **Water**
    - **Energy / Natural Resources**
    - **Hazards**
    - **Cultural (includes Historic)**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Planning
SIMPLE PROJECT
Planning
YEARS

Design Phase

- Schematic Design

  Hire professional team of architects, engineers, & specialty consultants

  Regular meetings- Architect & Library Staff

  Diagrams, sketches & rough estimate

  Presentation(s) of options to public

  Environmental review notices issued to public

  Presentation to Landmarks Preservation Advisory Board

  Presentation of Selected Scheme to Library Commission

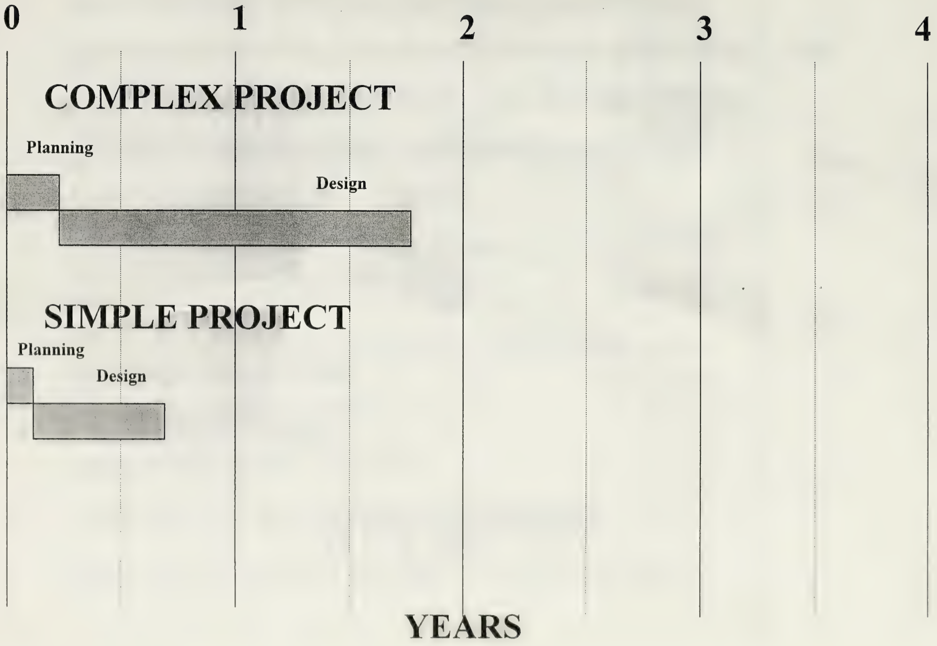
  Presentation to Arts Commission for Civic Design Review (Phase 1)

Design Phase

- Design Development
  - **Regular meetings- Architect & Library Staff**
  - **Drawings (no details) & outline specifications**
  - **Cost estimate**
  - **Additional Presentation to public, if needed**
  - **Presentation to Arts Commission for Civic Design Review (Phase 2)**

Design Phase

- Construction Documents
  - **Regular meetings- Architect & Library Staff**
  - **Drawings & specifications detailed**
  - **Cost estimate**
  - **Presentation to Library Commission**
  - **Final Presentation to Arts Commission for Civic Design Review (Phase 3)**
  - **Drawings & specifications submitted for Building Permit**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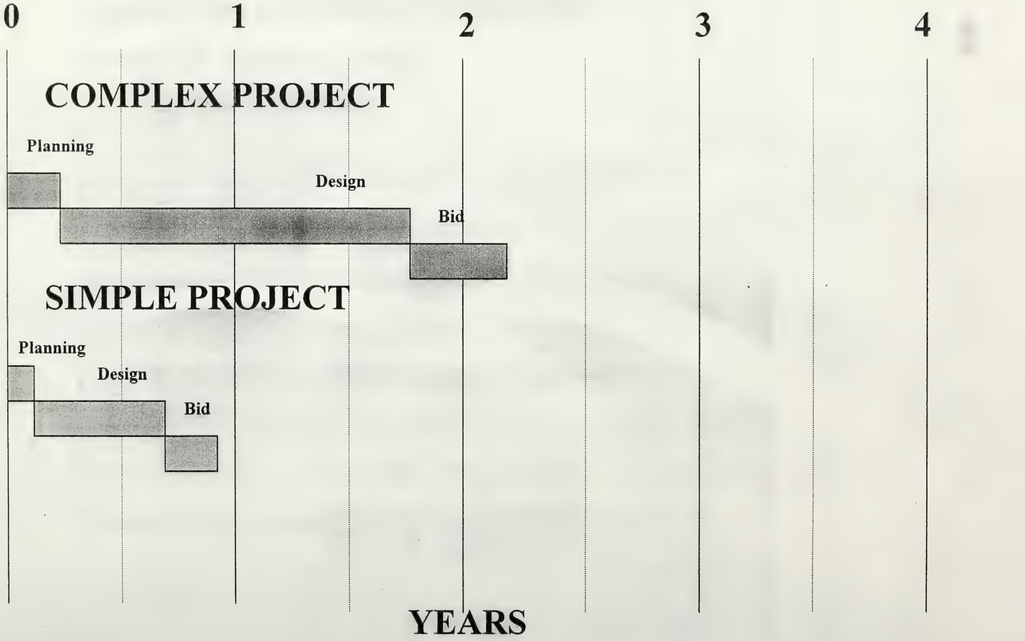
Bid Phase

- Advertisement
  - **Publicly advertised**
  - **30 days**
  - **Potential bidders tour site**
- Bid Opening
  - **Public opening of bids at prescribed time**
  - **Bids tabulated & apparent low bidder named**
  - **Determination of lowest responsible responsive bid**
  - **Presentation made to Library Commission**

Bid Phase

- Award
  - **Official start of construction contract**
  - **Close branch to the public**
  - **Relocate to interim facility or move out**
  - **Hazardous materials removal may start**
  - **First construction meeting with contractor**
- Notice to Proceed
  - **Issued by Public Works**
  - **Official start of construction work**
  - **Contractor moves on site- “mobilization”**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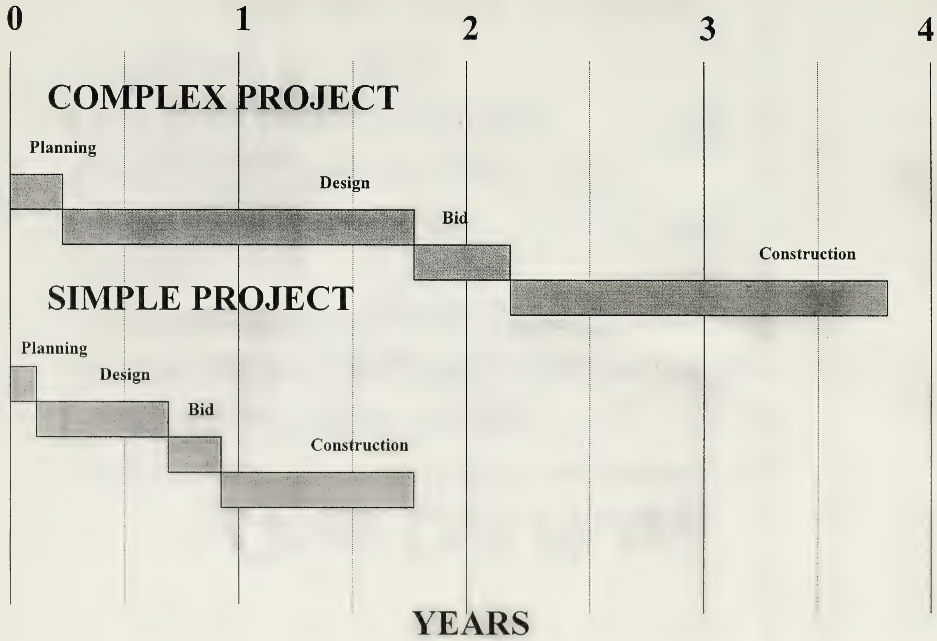
Construction Phase

- Construction Work Progresses
  - **As per contract documents**
  - **Means & Methods determined by Contractor**
  - **Regular meetings on site**
  - **Regular construction reports filed**
  - **Shop Drawings & Submittals approved**
  - **Progress payments made to contractor**
  - **Requests for Information answered**
  - **Change orders occur (hidden conditions, errors & omissions, code required, client requested)**
  - **Furniture procurement within 6-8 months of final completion**

Construction Phase

- Substantial Completion
  - **Punch-list(s) generated (site walk-through occurs)**
  - **Some of the retention is released to Contractor**
  - **Beneficial occupancy may occur**
- Final Completion
  - **All Punch-list items completed**
  - **Final inspections**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Close Out Phase

- Building Commissioning

  Keys turned over, building systems turned over

  Operations & Maintenance Manuals turned over

  Move in

  Open branch to the public

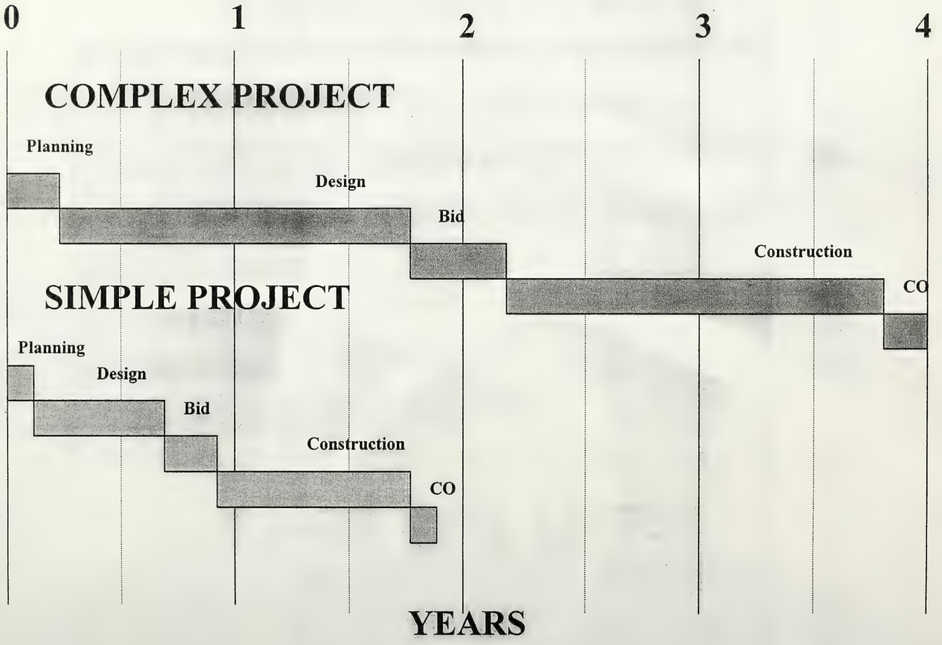
  Permits closed, final fees paid

  Final Construction Report filed

  Construction files stored

Close Out Phase

- Final Payments made
  - **To Contractor**
  - **To Architect**
  - **Accounts closed**
  - **Final submittal for reimbursement from State**
  - **Official start of warranty period**
- Post Construction not included:
  - **Audits, claims, post occupancy evaluations, etc.**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